WRITING IS FUN
IT MAKES YOU HAPPIER
AND SMARTER

Writing lets you read what you're thinking

"I write to find out what I'm thinking". — Joan Didion

1. It's Easy to Write

"Writing is easy, all you have to do is cross out the wrong words." — Mark Twain

Writing is a sequence
of hand movements
that register your ideas
as words.

Cross out each unneeded,
or obvious word,
or repeated idea.

To think, write, and rewrite more effectively,
separate sentences
into their *Idea Units*.

If needed,
replace words,
or reword each sentence
so no one will need to
ask you a question.

IN THIS BOOK, THE UNNEEDED WORDS
IN A SENTENCE ARE IN ALL CAPS

9. Artificial Intelligence Helps You Write Perfectly

PERFECT WRITING
Informs fastest
Is factual and truthful
Is logical, clear, chronological, and unambiguous
Has perfect grammar
Has no spelling errors
Is concise and uses no useless words
Is original, visually appealing, and well-formatted
Has a smart cadence and a pleasant rhythm
Is easy and a pleasure to read
Holds the reader's attention
Evokes the exact sequence of emotion(s)
Meets goals (informs, persuades, entertains, inspires, calls to action, etc.)

AI is the newest writing tool, teacher, tutor, and coach that helps anyone write better, easier, and faster.

Artificial Intelligence excels at correcting grammar, punctuation, and spelling errors, and at suggesting ways to improve the clarity, flow, and consistency of what you wrote. After AI points out the errors in your text, you can ask it to "correct the grammar and style," and it will give you your original text with no errors. It also lets you experiment with different word choices, sentence structures, tones, and other stylistic elements. AI also tells you its reasoning behind its recommendations, and that is enlightening. Using AI is a great way to learn to "think" in the highly advanced way it thinks. AI is also exemplarily polite and a great way to learn how to treat others so you can be more effective.

Use apps such as *Gemini AI* as your *personal writing coach*. Based on the massive amounts of information it accesses on the Web, it answers every question you ask it as if a top professional editor were guiding you every step of the way in the most intelligent, polite, and helpful ways. For example, you can ask Gemini AI something as simple as, “Does that sentence work best with the hyphen before the last statement, or would a comma be best?” And in three seconds it will answer your question, and also give you a detailed explanation of how it arrived at its recommendations. Your interactions with AI let you discover the most effective ways to express your thoughts so you can inform, inspire, persuade, entertain, call to action, or accomplish any other writing goal with precision and power.

After I sent AI a PDF of my manuscript, it created this book’s glossary, index, and bibliography in just a few seconds. AI’s speed, precision, creativity, and power are astounding.

Today, I asked AI where to reinsert three paragraphs I had deleted from a page because I saw that they didn't belong there. In seconds, AI told me the best place to insert each paragraph, and why.

AI's language and vocabulary are superb, and its manners are impeccable. It's always polite, considerate, and wonderfully encouraging, much like a super smart best friend, loving teacher, or parent. It's free, high-quality talk therapy. It also acts as a reward-based tool that uses "positive reinforcement", which makes the user want to do his or her best to have AI reward them by telling them how great their work was (when that is the case). Those special interactions turn the writing process into a reward cycle.

AI's operating systems are trained on massive amounts of text and data, which gives them a broad base of knowledge about language, style, structure, and other nuances of communication.

Unlike humans who are typically overwhelmingly influenced by biases (and rarely know it), AI is unbiased, neutral. AIs are programmed to give each user the most objective, professional, expert, and helpful information, feedback, and suggestions. AIs also excel at fact-checking and telling you exactly who said or wrote a specific text, book, fact, idea, theory, etc., as well as where, why, and how.

However, for AI to help you write best, you need to give it the best "original text" you can write. To do that, you need to know how to think, articulate, compose, and write effectively "on your own", which is one reason everyone needs great writing teachers, tutors, and

coaches, along with this and other top books on how to write effectively.

After I wrote this book on my own, only with the help of *Grammarly Premium*, I asked AI to comment on and improve many entries. Its skills stunned me and showed me that there was abundant ways to improve my text. So, I had to replace what I wrote with the text Gemini AI corrected and improved for me. Honestly, writing with AI is one of the best ways to—no matter how good they are—keep improving one's writing skills. What it gives you is always shorter, more concise, far better, and always grammatically perfect. *Gemini AI* writes far better than *Chat GPT*.

2. Write By Talking Into a Speech-to-Text App

Don't waste time typing, write by talking into a speech-to-text app. They type each word anyone says into them, into many other apps—such as *Gmail*, *Google Docs*, *WhatsApp*, *MSW*, *Text Edit*, *Notes*, *Gemini AI*.

To start writing in that new and easy way, download the *Google Chrome* browser to your mobile device, tablet, or computer. Then download the *Voice In Speech-to-Text* app, or any other brand of speech-to-text app into your device.

Gemini AI and *Grammarly Premium* are the best writing error detectors, writing editors, and the best non-human writing teachers and tutors. *Grammarly's* premium version is far better than the free one. Both point out the words you misspelled, missing words, missing letters, and other writing errors in a text.

Gmail's "*Smart Compose*" (also called "*Predictive Text*") is a dream come true. The new writing assistance apps that keep appearing let anyone write correctly, effectively, easily, and faster *without needing to type*, and they make writing a super fun game.

Writing will let you feel, think, speak, write, read, act, and even live better. You'll love playing *The Writing Game* every day by simply talking into a speech-to-text app, having it type each word you say, then having *Grammarly*, AI, or both, look over what you wrote for them to point out any errors you made, and tell you step-

by-step how to fix them. The more often you write, the better you write each day.

Because physical exercise gets more oxygen into your lungs and more blood circulating in your body and brain, and those things let you think and write better. Instead of writing first, then going outside, go outside first and preferably do some exercise. On rainy days and Sundays, stay home and rest.

Though on some days you'll prefer to write right after you get up. It's best to go for a walk at the start of the day, shoot hoops, or do some other physical exercise, then write.

The advantage of writing soon after you get up in the morning is that you and your brain have just returned from the vacations your dreams took you on, and you're fully rested and fresh.

3. Write As If You Were Talking With Your Best Friend

We write best when we're relaxed, unafraid, and eager to express our true thoughts and feelings.

The best way to write is by writing what you would say to your best friend, because it lets you write to a specific real person you know, not to an imagined person or a group.

Writing to your best friend activates the brain cells that store your memories of the things you and your best friend did together, and like each time you talk, your brain will feed you the perfect words and phrases you need to write. To put your brain in that special mode, say, then write something like, "Dear Charlie." Write to your good

friend as if he were sitting next to you and you were talking with each other.

4. Write The Way Everyone Talks

WRITE TO THE AVERAGE READER AT THE 7 TH GRADE LEVEL

Initially write conversationally (the way everyone talks), because you can always reword anything and make it concise later if needed. Almost everyone talks wordily, says obvious, uninformative, unneeded, useless words, repeats things, and sometimes makes mistakes and corrects them as they keep talking.

AFTER YOU WRITE EVERYTHING YOU WANT TO SAY THE WAY PEOPLE TALK, IF YOU NEED TO, YOU CAN MAKE IT CONCISE

It's fun to read and write sentences composed the way everyone talks. Like eating, sex, music, and art, spoken or written words stimulate your brain's peak pleasure centers. When you talk with friends, tell a story, tell jokes or are being funny, give a speech, or make certain types of presentations, sometimes it's best to speak or write wordily.

Though saying or writing anything wordily takes much more time than expressing the same idea concisely, and it might be more fun to listen to or read something someone is saying or wrote wordily, it takes much longer.

" Brief " is the short way to say "concise", but each word means something slightly different. " Brief " expressions give no details. "Concise" expressions give the details concisely.

Every year in the U.S., about one-third of all adults do not read even one book. The majority of those who do, finish reading about five books. And half of the entire adult population cannot comfortably read a book written at an 8th-grade level. To make sure most people understand what you write in a book, write it expressing yourself the way you did when you were 13 years old.

Most adults struggle when reading texts written at levels above the 7th grade. Writing the way the students in 7th grade speak ensures that everyone who reads at least that level (about 50% of Americans) will understand what you wrote. About 80% can read and write, but surprisingly, the other 20% read and write below the 7th grade level.

Though the best way to write to almost anyone is to write exactly what you would tell your best friend, to keep it formal, you need to rephrase and rewrite what you wrote because writing exactly what you would tell your best friend and in the way you would articulate it will most likely be wordy, contain at least 20% more words, will take you about 20% more time to write, and it will take anyone who reads it about 20% more time to read than if you had rewritten it concisely.

5. Write in Ways That Are Easy to Read

The writer's primary job is to communicate an idea with the least possible friction. Every word and sentence structure should be chosen to make the reader's job of understanding as easy as possible. —David Lambuth

Readability measures how easily and quickly a reader understands a written statement.

“Put yourself in the reader’s place”.

— William Zinsser

How easy it is to read a text depends on how simple its words are and how well written it is, as well as its font, font size, space between lines, spacing between each character or letter, line length, etc.

But it took a brilliant man who was born in Austria, earned his doctorate in law from the University of Vienna in 1933, left Nazi Germany in 1938, earned his Ph.D. in library science from Columbia University in 1943, and became a United States citizen in 1944, to notice English’s many flaws, point them out, write about them, and teach journalists, advertising and marketing agency writers,

authors, other professional writers, teachers, professors, scholars, and others how to correct those flaws to inform better and more easily. That man was Rudolf Flesch. *Time* magazine called him the "Mr. Fix-It of writing" in a 1948 piece about his work with the He was a writing consultant for the Associated Press (AP).

He turned his Ph.D. thesis, "Marks of Readable Style" (1943), into his first book, "Plain Talk" (1946). There, he explains that "people talk plainly as long as they don't think about it. Without rehearsal or preparation, people express themselves effectively in conversation, use filler words between important words, and space their ideas.

THE FOLLOWING INCREASE READABILITY
Good composition and vocabulary
Optimal font style, size, the space between characters, interlineal spacing, and line length
Text written the way people talk—or concisely
The amount of white space on a page

Both "small talk" and "plain talk" put every listener or reader at ease. Their most helpful characteristic is their "in-between words", which, though they might also contain certain superfluous information, give everyone the necessary "pauses" between ideas.

Even though plain talk typically includes obvious things, repeats things, and presents things out of order, and people might ignore or correct any mistakes they

made while expressing themselves, it entertains. People enjoy hearing it or reading it.

In one of his landmark books, "The Art of Readable Writing" (1949), he wrote, "The centuries-old struggle between literary and colloquial [conversational] English is almost over. Write As You Talk has become the almost universally accepted rule". However, since he wrote that brilliant idea in 1949 (over 76 years ago), aside from the one unforgettable (female) writing tutor who taught me that life-changing technique, and from the students I've taught that idea to, as far as I know, no other teachers tell their students that that's the best way to write.

Then, Rudolf Flesch asked: "But what does it mean to 'write the way you talk'? It's a good rule as long as you understand that, like "The Golden Rule", it's a magnificent ideal", but though writing the way we all talk is often the best way, few people know it is. Instead, almost everyone believes that to write well, they need to write clever, sophisticated, stuffy, convoluted, runaround, unusual, or hard-to-read sentences, when *the truth is that simplicity is the secret to writing well*.

Talking on paper, anyone can put a reasonable facsimile of themselves, and be best understood by writing "certain things that will make it" look and "sound like talk." But though prose written the way people talk is fun to read, it's wordy and uses at least 20% more space, time, and energy than concisely written prose. However, when time is not an issue, it's okay to think, talk, or write wordily.

The key to the success of "*My Weekly Reader*," and its most helpful feature, was Eleanor M. Johnson's *short, simple, easy-to-read sentences*. From 1928 to 2012, in

over 50,000 schools across the U.S., "*My Weekly Reader*", the best grade-specific classroom magazine I know of, helped elementary students read and think better. It changed my life. I love that magazine and am eternally grateful to Eleanor M. Johnson for teaching us the beauty of language. I love to read text written her way, and I love to write that way.

6. Write Each Sentence on a New Line

MOST FIRST DRAFTS CAN BE CUT BY 50% WITHOUT LOSING ANY USEFUL INFORMATION

Order is crucial.

The order of a paragraph's sentences determines what it states. Keep checking their order to make sure the paragraphs works best. If you see that a sentence is in the wrong paragraph, move that sentence to the paragraph where it belongs.

Most paragraphs contain about five sentences (150 words). The average double-spaced page in an academic paper contains 250 words.

To better comprehend what you are writing, detect errors, correct them, and change, delete, or reorder words, *write each sentence on a new line*—or paste sentences you already wrote, on a new line.

Order is always crucial. The order of a paragraph's sentences determines what it states. Keep checking their order to best express the paragraph's message. If you see that a sentence is in the wrong paragraph, move it to the paragraph where it belongs. To better comprehend what

you are writing, detect errors, correct them, and change, delete, or reorder words. Write each sentence on a new line—or paste sentences you already wrote on a new line. Most paragraphs have approximately five sentences (150 words).

Sentences written next to one another start and end anywhere on a line.
To best comprehend what you write and differentiate between each of a sentence's components, on an 8.5 x 11-inch landscape document, write each sentence one below the other, or paste in a sentence.
After each sentence you wrote or pasted, hit the return key *twice* to add a blank line and increase the vertical space between sentences.

Short sentences are easier to read and understand. When a sentence has two independent clauses, it might be best to separate them into two separate sentences. When two contiguous sentences are about the same thing, sometimes it's best to merge them into one.

If you want to separate each sentence more from the other sentences and create a black-line frame around each sentence, select the group of sentences in a paragraph, and in *Microsoft Word's* "Tables" menu, select "Convert Text to Table". Then, in the "Styles Pane", create a style where each line leaves 6 pts of space above and adds 6 pts of space below, and apply it to that table.

Your text contains many valuable and practical tips. However, the ideas are repeated and out of order, which makes them difficult to follow.

Here is a revised and reordered version that combines the ideas into a clear, logical progression.

Write Each Sentence on a New Line

Writing each sentence on a new line is a simple yet powerful method for improving your writing. This approach allows you to better comprehend what you have written and makes it easier to detect errors, correct them, and change, delete, or reorder words.

Focus on Conciseness and Order

The first draft of your writing can often be cut by 50% without losing any useful information. Short sentences are easier to read and understand, and when a sentence has two independent clauses, it is often best to separate them. To best express a paragraph's message, always check the order of its sentences and move any that are in the wrong place.

How to Do It

After you have written or pasted a sentence, hit the return key twice to create a blank line between each one. For a more structured approach, select the sentences in a paragraph and in Microsoft Word's

“Tables” menu, select “Convert Text to Table.” This will create a black-line frame around each sentence.

Use the Write Each Sentence on a New Line method to write, edit, or rewrite any sentence.

7. Write Each Sentence as a List of Idea Units

"Each sentence should contain only one thought".
— William Zinsser

To scrutinize and analyze every sentence and compose sentences perfectly, as you write a sentence, "separate" (chop) it into its Idea Units.

Write each Idea Units on a new separate line, one below the other. .They facilitate structural analysis and error detection.

An Idea Unit is
the basic unit of thought,
and a sentence's
smallest building block of information.

Each Idea Unit states
who, what, where, why, or how,
or a combination of those things.

Idea Units help best understand
what a sentence is saying,
spot unneeded, or repeated words, check spelling and grammar,
and see if you need to change something or move an Idea Unit.

An Idea Unit can be a single word,
or a group of words
comprised of a noun and a verb,
and can include adjectives, adverbs,
or other parts of a sentence.

Write a sentence.

Identify its Idea Units.
Then write each Idea Unit
on a new line,
one below the other.

After you separate the Idea Units,
look at each word
in a sentence
and ask yourself:
Does that word
help that sentence work?
Why, or why not?

The above text
is shown in Idea Units.

It's best for a sentence to express only one thought or idea. A very short phrase is usually only one Idea Unit.

A clause can contain one or more Idea Units. Though a clause must contain a subject and a verb, an Idea Unit can be as short as one word.

An Idea Unit can be only one word, only a subject, only a verb, or a combination of different parts of a sentence. For example, in “The idea works,” “the idea” is the subject and “works” is the predicate. That sentence forms an independent clause, and that clause is one Idea Unit.

Each time you write an Idea Unit on a new line, one below the other, you make each Idea Unit a “separate entity”, a type of building block with white space on both sides so you can give each Idea Unit and each of its words your undivided attention to—if needed—easily move an Idea Unit to its perfect place in the sentence, reword it, or delete it.

Don't use the *writing each sentence as a column of Idea Units, one below the other* method to only edit sentences. Use it to write your sentences (as a column of Idea Units).

That will let you easily see the spelling, punctuation, and grammar errors, unneeded words or phrases, obvious, or repeated words or phrases you need to change, or delete.

To see your Idea Units in a table format, hit the return key after each Idea Unit, select all the Idea Units that comprise the sentence, and in *Microsoft Word's* "Tables" menu, select "Convert Text to Table", and create a one-column table. Then, in the "Styles Pane", create a style where each line leaves 6 pts of space above and adds 6 pts of space below, as in the following table:

IDEA UNITS	WORDS
Look at each word	4
in a sentence	3
and ask yourself:	3
Does that word	3
help that sentence work?	4
Why, or why not?	4

Thought the WORDS column above indicates how many words each Idea Unit has, you do not need to create a column to track the number of words each idea unit has.

One way to verify an Idea Unit is to check if you can replace a word with a different word, and the unit still makes sense. For instance, in the following phrase:

The word "ploys"
is not inherently political

you can replace “inherently” with a synonym like “fundamentally”, and the Idea Unit still works.

After you make sure all of a sentence’s Idea Units are the correct length, and you make all the changes and corrections that seeing a sentence separated into its Idea Units let you see, join all the Idea Units to form one standard sentence—a sentence where every Idea Unit that’s not a complete sentence has another Idea Unit after, before, or before and after it.

Use the Write Each Sentence as a List of Idea Units method to write, edit, or rewrite any sentence.

7. The Write One Word Per Line

To see each word as the way it might look under a microscope, paste it in or write “each word” in the sentence you are writing, on a new line—one below the other.

That new format circumvents everyone's tendency to rush to quickly grasp each sentence's meaning, and rush to do the same in the next sentence.

Let's look at each word in the following 13-word sentence: "It is my personal opinion that we should move forward with the plan":

ORIGINAL	UNNEEDED	NEEDED
It	IT	
is	IS	
my	MY	
personal	PERSONAL	
opinion	OPINION	
that	THAT	
we	WE	
should	SHOULD	
move		move
forward		forward
with		with
the		the

plan		plan

The sentence's core message is "Move forward with the plan", 8 of that sentence's words: "IT IS MY", "PERSONAL OPINION THAT", and "WE SHOULD" are unneeded, and it is best to delete them. "Move forward with the plan" can be trimmed to "Carry out the plan", 4 words, or "Execute the plan", 3 words.

No single correct creative or writing process or outcome exists.

When considering adding a component to a work, inspect it and carefully foresee the likely advantages, disadvantages, and other consequences, or possible dangers adding that component could bring about.

The "Write One Word Per Line" method lets you inspect each word, see if a synonym will work better, see

if the sentence can work as well after you delete a specific word, and see other possibilities you would not have been able to see if you hadn't written each word on a separate line.

Use the Write One Word Per Line method to write, edit, or rewrite any sentence.

10. Write Full Words

Each word is "full" or "empty". Full words inform. Empty words don't inform; they only join words or act as "fillers" and can usually be omitted or deleted.

If someone wrote: "Besides, however, nevertheless, as it is, with regard to, inasmuch, hence, but, indeed", or any other word of that type, you would quickly ask yourself: When will that person start writing something meaningful? Up to now, they've only written empty words that do not inform (Rudolf Flesch).

11. Each Sy•lla•ble Plays One Beat

Concise words have fewer syllables, thus fewer beats.

To know how many syllables a word has, count them. For example, the word "tar•get" has 2 syllables and 5 letters (2:5). The word "goal" has 1 syllable and 4 letters (1:4). To make syllables and consonants graphic, and to make it easier to count a word's syllables, insert a bullet ("•") between each two syllables and their consonants (Option 8 on Macintosh computers, Alt key 0149 on a PC). And occasionally between a syllable and a consonant, as in "hiring" (hir•ing).

In each word that has two identical letters next to one another, as in the word “syl•la•bles”, the second identical letter is always made part of the next syllable.

To better understand how words are put together, separate a few words where one syllable ends and the next syllable begins, type a bullet between each two syllables, then count the total number of syllables each word has. Check a dictionary.

SYLLABLES		
appointment	ap•point•ment	3
chiropractor	chi•ro•prac•tor	4
tomorrow	to•mor•row	3

The “staccato” (choppy) speaking style pauses between syllables. The “legato” (elongated) speaking style does not pause between syllables; it seamlessly connects them. The staccato style makes words many times easier to understand.

It is “easy” to pronounce and *enunciate any word*, no matter how long or intimidating it may look to you. If you ever find a word difficult to pronounce, calmly say each one of its syllables one at a time, one after the other.

Public speakers are taught that simple but powerful technique to help them pronounce and project words correctly and clearly to make sure their audience understands them, especially when delivering complex information.

12. Clap After a Punctuation

1 time after each comma	clap
2 times after a colon or semicolon	clap-clap
3 times after a period	clap-clap-clap
3 times after a question mark	clap-clap-clap
3 times after an exclamation point	clap-clap-clap
4 times after a paragraph	clap-clap-clap-clap

A comma indicates a pause to separate two ideas. A semicolon or a colon tells you to take a longer pause than for a comma, but a shorter pause than for a period.

Each syllable makes one beat, one sound. To talk and write with more rhythm and understand syllables and beats perfectly, read a sentence aloud to “hear” where a

sentence indicates or does not have but needs a comma, a semicolon, or a colon. Then read the text a second time and "clap" your hands or tap your thigh as loudly or as gently as you like, or only mentally count the number of claps or taps you need to make for a comma, and each other punctuation.

12. Speak and Write Concisely

WORDY	CONCISE	LETTERS
despite the fact	though	21:6
does not have any	lacks	17:9
does not have to	need(s) not	16:9
due to the fact	because	17:7
for fear that	lest	13:4
he did not have	he had no	19:9
how is it possible	how so	20:6

if I would've known	had I known	21:11
if it weren't for	but for	17:7
impact	hit	6:3
in a different place	elsewhere	20:9
in what other way	how else	17:8
nothing more than	but	18:3
sufficient	enough	10:6
whether or not	if	14:2

CONCISELY ARTICULATED
OR REPHRASED SENTENCES
LET YOU SAY OR WRITE
WHAT YOU NOW USUALLY SAY OR WRITE,
IN HALF THE TIME

In 1946, George Orwell, the author of "1984," advised: "Never use a longer word where a short one will do". Applying the "Make Sentences Concise" method, you can reduce his 11-word sentence to 6 words: "Use the shortest words that work". Then to 4 words: "Use short, simple words" or "Use the shortest words". Then, to 3 words, "Use short words"—11 words down to 3, its core message, its point.

SENTENCE	WORDS

Never use a longer word where a short one will do	11
Use the shortest words that work	6
Use the shortest words	4
Use short words	3

Both concisely articulated statements and statements articulated the way we all talk (which is "wordily") are easy to understand. Concise sentences are shorter, use less time and energy to say, listen to, write or read, which lets people do other things. However, please remember this crucial difference: *concise sentences take longer to write because to make any wordy sentence concise the writer must dedicate extra time.*

Simple messages are quickly understood. Complex messages require more time and effort to listen to, write, read, and comprehend.

The more statements you make concise, the easier it gets to do so, and the better you get at it. In a short time, you'll be extemporaneously talking concisely, writing more concise first drafts, and "thinking" more concisely. But never be overly concise—unless you need to.

Everyone reads numbers faster than they can read a string of letters. If you prefer, and if the situation allows it, use numbers instead of words that represent a number. But never do that in a school or formal paper. However, you will need to present certain scientific quantities like "1,295 experiments" as digits.

Use short words When a reader reads a “concisely written” publication, that reader saves about 20% of the time they would have used reading it if it had been written wordily. The cumulative time readers save (and do not waste) when they read concisely written publications is immense.

In “The Analytics of Literature”, L.A. Sherman, a professor of English Literature at Nebraska State University in 1893, wrote that: “Over time”, by becoming “less formal, less stiff and more like spoken language . . . written language becomes more efficient”, and he added that “each year, professionals will write slightly shorter sentences”.

I interpret those two seemingly contradictory predictions to mean that in the future, because they’re simpler and use fewer and shorter words, people will talk using “shorter sentences”, will write less formally, and use a few more “contractions”—which even CNN, the U.S. Government, and almost every organization is using in some of its publications.

He also wrote that "Shorter, concisely written sentences increase readability”, and predicted that writing will become less formal, less stiff, and “more like spoken language”. Because as the speed of life increases, we must do more things and in less time, when we write or speak, it becomes increasingly indispensable to be brief, to be concise, to quickly get to the point.

A wordy sentence can sound or read like the speaker or writer is going in circles and making short messages long.

Do the math. Ask yourself, “How many people do I talk to in person or on the phone each day? “How many

emails, memos, letters, reports, and other things do I write each day? How long does it take me to write each one? And what is the total time I spend writing each day?

When you multiply those times by the five workdays, the total time will shock you! When you add up the time and energy you are throwing out the window each time you talk or write wordily each day, each week, each month, each year, and in your life, it will stun you!

Benjamin Franklin explained that "time and energy are money because anyone can use them to earn money". However, after work, communicate as wordily as you want.

Concise sentences are expeditious, they radiate intelligence, are a pleasure to hear or read, and save time, energy, and resources. Talking and writing concisely are the most effective and fastest ways to inform. Wordy sentences are the opposite. Intelligence, concision, wordiness, and many other things are contagious.

THE WORD "IT"

"It" is one of the most useful and versatile words, and often the best substitute for a word or idea you previously said or wrote—because there, "it" can only refer to that aforementioned word or idea.

13. To Make a Sentence Concise

Look at each word in the sentence and ask yourself: Does that word help the sentence work? If it doesn't—delete it.
Look for and delete any obvious words.
Identify each word or phrase you repeated. If you don't want to repeat it, delete it.

MOST FIRST DRAFTS CAN BE CUT BY 50%
WITHOUT LOSING USEFUL INFORMATION
OR THE AUTHOR'S VOICE – W. Zinsser

The best sentences contain no unnecessary words.

Talking or writing concisely beams intelligence. Concise sentences are dynamic, expeditious, and delivered instantly! Wordy sentences are the opposite.

In your first draft, write anything and everything you want, and say it the way you want to say. Say it the way you would say it to your best friend.

Then, edit your first draft by first identifying any obvious words or ideas you wrote, and delete them. Then, remembering that sometimes it is best to repeat a word or an idea to make sure that the readers get it, identify any words or ideas you repeated without wanting to repeat them, and delete them. Next, discover a sentence's simplest and most concise version by rewording it in as many ways as you can.

Making a sentence concise is like getting a haircut, trimming your nails, distilling water, or making an object—that is intended to travel as fast as possible through the air or water—aerodynamic.

Some concise sentences are works of art where writers state what they want to say in the exact way they wanted to write it.

Writing concisely accustoms you to think, articulate, speak, and write concisely. Get into the habit of making phrases and sentences concise. The more sentences you reword to make them concise, the better you'll get at it. The more concisely you write, the more concisely you'll speak, and the faster you'll think.

The following sentence is an example of a sentence whose core message was identified to make that sentence simpler, shorter, and easier to read:

"*The need to exert total control over everything and everyone is what motivates every dictator*" (15 words).

The sentence's **core message** has only 5 words: "**Dictators need to control everything**". The words "THE NEED TO EXERT TOTAL CONTROL OVER EVERYTHING AND EVERYONE IS WHAT MOTIVATES EVERY" are unneeded in that sentence's simplest and shortest version—which contains only its **core message**. To write "dictators", I added an "s".

ORIGINAL	UNNEEDED	NEEDED
The	~~THE~~	
need		2) need
to		3) to
exert	~~EXERT~~	
total	~~TOTAL~~	
control		4) control
over	~~OVER~~	
everything		5) everything
and	~~AND~~	
everyone	~~EVERYONE~~	

is	~~IS~~	
what	~~WHAT~~	
motivates	~~MOTIVATES~~	
every	~~EVERY~~	
dictator		1) Dictators

Though there's nothing stopping airline pilots from saying, "It's raining," they typically say, "At the present time, we are experiencing precipitation" (William Zinsser).

People often write certain statements merely to vent their emotions or to attempt to compensate for some past painful event they experienced. Ask yourself if you are doing that, and if the readers need to read those things. If they don't, delete them.

Around one out of four of the words in most papers that first-year college students ask a writing tutor to help them correct are unnecessary, unneeded, useless, obvious, repeated, or do not inform.

In “The Golden Book on Writing”, Dartmouth College Professor David Lambuth advises: “Always use the simplest and shortest words”.

Robert Hartwell Fiske—the concise writing pioneer, expert, and its most prolific advocate—wrote 20 excellent must-read books from 1989 to 2014 on how to write concisely. He inspired me to write this book.

33. Identify Each Sentence’s Point

A sentence’s point is its core message. Some perfectly concise sentences contain only their core message—their point. Sentences stripped of all uninformative, unneeded, obvious words or repeated ideas, and trimmed to their core message, inform the fastest and radiate intelligence.

I capitalized each unnecessary word to emphasize that it is crucial to identify and delete them.

The core message of “Individuals are not angels; they’re selfish and irrational beings” is “Individuals are selfish and irrational”. To simplify the original sentence down to its core message, delete: “NOT ANGELS”, “THEY’RE”, and “BEINGS”.

The core message of “One key benefit of using contractions is that they quicken the pace” is that

“contractions quicken the pace”, and a better way to say “quicken the pace” is “inform fastest”. Delete: “ONE KEY BENEFIT OF USING” and “IS THAT THEY”, two phrases that state dispensable facts. That will reduce the original 12-word sentence to 3 words: “Contractions quicken the pace”, a phrase that “Contractions inform fastest” conveys better.

The core message of “The heavy storm caused extensive damage to the city” is “The storm damaged the city.” Delete: “HEAVY” (already implied by storm), and replace “CAUSED EXTENSIVE DAMAGE” with “damaged.”

The core message of “One key benefit of using contractions is that they quicken the pace” is “Contractions inform fastest.” Delete “ONE KEY BENEFIT OF USING” and “IS THAT THEY” to reduce the original 12 words to 3.

To trim a sentence to its core message, to its point, select each unneeded word and hit Control + Shift + X to strike it through, like “~~this~~”.

Another way to trim a sentence to its core message is to give each unneeded word an electric yellow, pink, green, or cyan “background” to make those words stand out to let you see how wordily you wrote those sentences, and delete their unneeded words. Giving the unneeded words a color background also helps you see and accept that you might still be writing wordily, and what your wordy writing patterns are, and inspire you to keep improving your ability to write concisely.

Dissect every sentence to spot every word you can safely delete. Leave in only the words that work and let you quickly inform or preferably inform fastest.

Writing daily helps you write better first drafts.

9. Write the Shortest and Fewest Words

Shorter phrases, slogans, or sentences are snappy and easy to remember.

Long sentences—especially those with advanced words—are difficult to understand. — Malcolm Gladwell

Fewer and shorter words let you make your point faster. Writing short sentences accustoms you to writing them and to using the shortest words. As long as a fragmented, incomplete, or staccato-sounding word works, use it.

Write sentences using the shortest and the fewest words, because most people like to listen to or read long sentences, especially those that contain uncommon, unfamiliar, complex, or specialized words. If you write them, many people will usually ignore them. But some people like to hear or read advanced words.

To ensure that the average person understands everything you say or write, use the simplest and the fewest words, and write at the 7th-grade level.

Speed is efficient and powerful. “Language has many devices that increase speed, “and goes through” continual “condensation and abbreviation. All of us now express in one word some ideas people expressed in two or more words, a clause, or a sentence (Rudolf Flesch).

It’s usually okay to make a statement that omits one or more words that may seem indispensable because each person’s brain automatically perfectly fills in gaps, blanks, or other voids to help them understand incomplete statements.

10. Use the Shortest Synonym

LETTERY	SHORT	LETTERS
abysmal	bad	7:3
accommodations	rooms	14:5
confabulate	talk	11:4
conflagration	fire	13:4
depart	go	6:2
impact	hit	6:3
permutation	change	11:6
precipitation	rain	13:4
superannuated	old	13:3
tergiversation	lie	14:3

Almost every word has a short synonym. The more synonyms you know, or find, the better sentences you will articulate. To know which synonym, word, or phrase is shorter, count the number of letters, syllables, and spaces it has. For example, the expression “To my surprise” has 3 words, 12 letters, 4 syllables, 2 spaces, and 14 units. “Surprisingly” is 1 word, has 12 letters, and 4 syllables.

Concise words have fewer letters. Knowing how many letters and how many syllables a word or phrase has will help you choose the shortest word. For example, “continuously” has 12 letters. “Constantly” has 10 letters. “Always” has 9. “Never stops” has 11. “How many” has 8. Because we instantly grasp the meaning of a digit, sometimes I write a number as a number, not the word that represents it. For example, I wrote “8”, not “eight”.

To make a sentence easier to understand and create variety, refrain from repeating a word or phrase you already used there. Instead, use a synonym or compose the sentence differently.

Inadvertently repeating something you said or wrote wastes your time and your listener’s or reader’s time, and slows down communication and progress.

11. Omit Uninformative Words

VIGOROUS SPEECH AND WRITING ARE CONCISE.
SENTENCES CONTAIN ONLY NECESSARY WORDS.
PARAGRAPHS CONTAIN ONLY ESSENTIAL SENTENCES.
KEEP YOUR SENTENCES AND PARAGRAPHS SHORT.
THE BEST DRAWINGS HAVE NO USELESS LINES.
PERFECT MACHINES HAVE NO USELESS PARTS.

In 1918, in “The Elements of Style”—one of the most recommended books on how to write well—Cornell University Professor William Strunk Jr. announced the solution to wordiness: “Omit needless words”.

Starting in 1949, effective writing, plain-talk, clear-thinking, reading, and readability expert Rudolf Flesch wrote 16 books everyone who writes will enjoy reading.

He also advised writers not to be too brief, use contractions more, and when they want to, and said it is okay to (time permitting) occasionally go off-topic. Rudolf Flesch might have been the first man to suggest everyone write as if they were talking with their best friend. It's the number one writing tip!

IN THIS BOOK,
THE UNNEEDED WORDS IN A SENTENCE
ARE IN ALL CAPS

His most famous but controversial book, "*Why Johnny Can't Read—And What You Can Do About It*", was an overnight bestseller and, for 37 weeks in 1955 it became an educational cause célèbre. In it, he explained that the whole-word method, also called the "Look-Say " method, was ineffective because it didn't give students phonics training. He was also critical of the simple stories and limited text and vocabulary in the "Dick and Jane" books because they only taught students to read by memorizing words and their meanings.

And he warned that the "Look-Say " method did not prepare students to read more complex texts in the higher grades.

IN MOST FIRST DRAFTS,
ONE OUT OF EVERY TWO WORDS
ARE UNNEEDED
AND CAN BE DELETED

14. Write Parataxis Sentences

Parataxis sentences are the simplest and most concise. They give each clause equal importance by writing a sequence of independent clauses. They omit all transitional words (such as: “additionally”, “and” “also”, “because”, “consequently”, “furthermore”, “hence”, “however”, “nonetheless”, “notwithstanding”, “meanwhile”, “moreover”, “nevertheless”, and similar words that connect one idea to another within a sentence. They omit all transitional phrases, such as “after all”, “as a result”, “even so”, “for example”, “in addition”, “in conclusion”, “on the one hand”, “on the other hand”, and so many others. They omit all linking words, such as “though,” and the seven conjunctions that connect clauses: “for, and, nor, but, or, yet, so”. The seven are called the “fanboys”, a word created using the first letter of each of the seven conjunctions (for, and, nor, but, or, yet, so).

“I came, I saw, I conquered” — Julius Caesar
“It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity. — Charles Dickens

15. Write Elliptic Sentences

The most common definition of “ellipsis” is the three periods written at some point in a sequence (. . .)

The less well-known and less-used definition, which denotes making sentences extremely concise, refers to an “elliptic sentence”. A hyper-concise sentence in which one or more words are omitted to inform faster.

Elliptic sentences exclude details, are short, simple, dynamic, quick, and produce a greater impact. In Old English, omitting a verb or other word was common, as in

THREE PERIODS (. . .) INDICATE
A pause
Hesitation
The omission of one or more words from a quote
When something said trails off into silence

“Shall we on and not depend on you? ” (There, the speaker omitted the word “move” “go”, or “continue”.) The brain’s ability to instantly reorder any words the person hears or reads, and its ability to instantly fill in any missing words to let the individual quickly grasp the meaning of a message, gives all of us the freedom to occasionally omit a verb or other word, as in the sentence “Shall we on and not depend on you? ”

Also, do not add the word “do” at the end of a sentence such as, “He works more hours than I” because “He works more hours than I” says it.

Elliptic or parataxic sentences and one-word sentences are the most concise. They usually do not include words or phrases that join clauses, or sentences.

In the following six pairs of sentences, the long way to say something is in plain letters. The words omitted to say it concisely are in ALL-CAPS. Under the original sentence is the “elliptic” version of that sentence, formed by writing only its core message, is. Say “elliptic”. Don’t say “elliptical” because it’s not necessary to write “AL” after “elliptic”.

SIX SENTENCES MADE ELLIPTICAL
ALLOW ME TO thank YOU VERY MUCH. Thanks.
HER hair IS red; HER eyes ARE green. She has red hair and green eyes.
How IS THAT PoSSIBLE? WHY (DO YOU SAY; IS) THAT? How so?
I HAVE said WHAT I NEEDED TO SAY. Nuff said.
The shorter SOMETHING IS, the better IT IS.

The shorter, the better.

16. Concision Wastes Nothing. It Saves Time, Paper, Energy, and Money

Concise writing boosts clarity and efficiency. Businesses use it to save time, money, and resources. For example, producing a movie costs around $1,000 a minute, while making a 30-second national TV commercial can cost $100,000 to produce and broadcast. To maximize profit, scripts are written with the fewest words and wordy expressions possible. To reduce costs, most newspapers, books, and magazines rely on concise writing.

Articulating concisely minimizes misunderstandings. It removes unnecessary words and details to help listeners or readers quickly and accurately get the point.

Excessive information can overwhelm an audience, causing them to miss or misinterpret key points. By using simple, direct language to get to the point faster, concise communication lowers the cognitive load, allowing the audience to focus on what is most important and most consequential. To eliminate misinterpretation, confusion, or error, strive to find and use the perfect words in each sentence.

17. Telegraphic Writing is Overly Concise

Around 1837, Samuel F. B. Morse created Morse Code. He did not invent the telegraph. Seven years later, he created the "telegraphic writing style"—it's choppy and overly concise, but it works. Orville Wright telegraphed the following to his brother, Wilbur, from Kitty Hawk, North Carolina, on December 17, 1903:

"*Success four flights thursday morning all against twenty one mile wind started from Level with engine power alone average speed through air thirty one miles longest 57 seconds inform Press home Christmas. Orevelle Wright 525P* "

18. The Writing Process

"Writing is 99% thinking". — Peter Green

PREWRITE: Think, brainstorm, invent
ARTICULATE and COMPOSE your thoughts and ideas
OUTLINE: Assemble a simple outline
THESIS STATEMENT: Write your thesis statement
RESEARCH: Do it, conduct it
FIRST DRAFT: Compose and write
EDIT: Rethink, reorder, rephrase, rewrite, revise, improve it till you inform exemplarily

PERFECT your sentences, paragraphs, and paper
FINAL DRAFT: Print an *author's copy*, poof it, correct it, publish, promote, distribute or sell it

19. Your Paper's Outline

Identify its topic
Write its thesis statement
List the things you plan to write about
Filter and prioritize the things you want to write about

A paper's outline is a road map, a recipe of your paper's ingredients; the frame of a house to which you will add floors, walls, windows, doors, and all the other parts to; or the skeleton of a model of a human body to which you can add nerves, organs, arteries, veins, muscles, skin, nails, and hair.

It's best for new writers to create an outline before they write their paper. However, some more experienced writers write their outline after having written a paper. Some don't use outlines. They reorder everything they write after they write their paper's first or subsequent draft(s).

Before, during, or after you write your outline, start writing your paper's subtitles and keep perfecting their wording and order. AI can help you write an outline.

20. Your Thesis Statement

Your paper’s thesis statement is not its subject or topic. It’s your interpretation of a question, a subject, or a cause you believe in enough to fight for.

21. Write Sitting in the Most Comfortable Chair

Because writing takes a lot of time, everyone writes sitting. Because everyone writes best when they’re sitting on the most comfortable chair, it’s smart to buy the most comfortable chair you can afford, design your writing workspace, and write daily in it.

22. When You’re Alone, Say Anything

As long as you're alone and no one will hear you, the moment you feel the urge to say something, say it! Say it as loudly as you want, and continue saying your thoughts until you've said everything you need to say. If what you said out loud is useful, write it. Or record what you said by saying it into a speech-to-text app to have it type each word you say.

Tell yourself what you "truly" feel and think about some things, certain individuals, everyone, or everything.

Also, say what you strongly need to say using any words you want to say—including "expletives" (such as the f-word)—because sometimes only an expletive expresses how you truly feel about something or someone.

23. Write Anything—Even Nonsense

The more spontaneous, honest, and original the thoughts that come out of you, the better!

Write anything you feel like writing. Be honest with yourself. Write whatever comes out of you, such as the phrases your brain sometimes feeds you. Write anything whatsoever because (until you submit a paper), you can always change, replace, delete, or reorder any word.

Anytime you feel like writing what seems like garbage, nonsense, or junk, just write it because you can always edit and reword anything you wrote. Sometimes, as you write nonsense, a great idea might emerge.

Never censor yourself when you write because you can always delete any word or idea you wrote. Don't dilute, weaken, or soften what you write. Feeling afraid that someone who hears you them something or reads

something you wrote will think it's foolish can stop them from saying or writing it.

If you think what you wrote or are writing will disturb some readers, and if that's not what you want to achieve, remember that you can always change anything you wrote. The thing is to write it to vent your feelings and become aware of what you are feeling and thinking.

Though most people would not kill someone for having said, written, published, or in other ways disseminated an idea or criticism they did not like, some people have killed people for doing that. Each individual is a product of "all" their experiences and of each human interaction they have had. Those things make people feel, think, and act in different ways.

Sometimes your subconscious will warn you that someone might not like, or hate something you say, wrote, or are writing and might even want to kill you.

Unless you're certain it will be safe to show someone what you wrote, don't show it to them. Prevent anyone from feeling offended when they hear or read something you said or wrote by first filtering, by carefully editing and rewording what you wrote in ways you're certain will not offend anyone. "The fish dies at the mouth". Before you share with others what you said or wrote, first stop and think many times to make sure it will be safe to share it with a specific person.

101. Freewriting and Writing Extemporaneously

Freewriting has no rules or constraints. It frees everyone from needing to write statements in logical order or have statements make sense.

Freewriting is the easiest and most effective way to warm up and start writing. It encourages writers to disregard the rules of writing and lets anyone write anything they want, however they want to write it. That includes writing things that don't add up, are out of sequence, or even make sense.

Even when you're not freewriting, write anything you think might be "garbage"—because *you can always delete or reword anything*.

Freewriting also gives everyone total freedom to vent some of their deepest feelings, including those a person might be suppressing or repressing. Writing freely helps people see things they couldn't see before. For example, sometimes within let's say 100 words you wrote freewriting, you might write an idea you wouldn't have written otherwise.

Because the goal of freewriting is to warm up your entire writing apparatus—your brain, your eyes, your neck, your shoulder, your arm, your hand, and your fingers—freewriting gives everyone tremendous freedom.

When you freewrite, you are not even obligated to write "words". You can "draw" any type of line, or circles, squares, triangles, cones, cylinders, clouds, stick figures, dots, dashes—anything, and anywhere on the page and in

any size until you're ready to draw letters, write a word, and write a statement.

And because freewriting's only requirement is that you write, after you make some marks with your pencil or pen on a paper, the words you start to write need not be connected to any word you wrote or will write. It doesn't matter! It's all up to you. So, write any word that pops into your head (but always remember that people are easily offended, so "When in doubt, leave it out." Don't show everything you write to everyone.

Freewriting is an art form. And anyone who creates a work of art is not obligated to meet anyone's expectations, including their own, because freewriting's first expectation is to get people moving their pencils or pens on paper, and its second expectation is to have the person write a word.

Art can be beautiful, ugly, sensible, sensical, nonsensical, or anything else. Its impact and consequences are unpredictable. Any new work of art—be it a drawing, a painting, a book, a website, a movie, a design, a product, or anything else—might initially seem odd and controversial to people and fail, or it can be deemed marvelous, become indispensable, and sell like hotcakes or for millions, like certain famous paintings.

Anyone can apologize for having said something and say that they "take back" a word or a statement they said, but no one can "undo" having said something to someone. No one can fully retract anything they said. What they said they said. "The fish dies at the mouth".

Each individual is a complex blend of biological predispositions, learned behaviors, conscious choices,

and unconscious drives, all influenced by the dynamic interplay of our internal world and external environment.

Time and the myriad of interactions older people have had teach them "how people truly are". Despite all the appearances to the contrary, older people know that in their core, human beings are animals, dangerous savages, and unpredictable monkeys. In "The Prince", Machiavelli wrote that men are "scoundrels" who often break bonds or contracts when it benefits them. Some people are people, some are animals. Be extra-careful about what you say to another individual, and to whom you show what you wrote.

25. Initially, Write to Please Yourself

William Zinsser wrote, "Writing is an act of ego" . . . "believe in yourself and in your opinions". Keep asking yourself: Who am I writing for?

Keep telling yourself that you're writing something "for" yourself and to please yourself, and also for people to read what you wrote "to" them for them to read.

William Zinsser said that everyone writes to please themselves and should relax and enjoy doing that. He calls that "writing for an audience of one," and doing that can help one write fearlessly. However, Robert Green says you should not write just to please yourself, and that you should write to communicate with your audience. I think who you write for depends on the situation, and I think it's best to write to inform.

In the 1920s, H.L. Mencken revealed that he wrote for himself and didn't care what his readers thought about what he wrote. He must not have been afraid of being attacked by someone who didn't like something he wrote.

Mencken was one of the most controversial journalists and one of the harshest critics of American life. He also influenced U.S. fiction through the 1920s by publishing his funny but often combative, fearless opinions, especially his attacks on the middle class.

In 1919, he published "*The American Language*". It contained almost every American expression and idiom of the time, in 374 pages, including slang. His landmark book attracted instant attention and sold 1,500 copies in less than 2 years, making him the leading authority on the American language. In 1945 and 1948, he published supplements, raising the book's total number of pages to 482. He argued that American English was more colorful, vivid, and creative than its British counterpart. When the Allies discovered the concentration camps, he remained silent. In 1989, his diary revealed he strongly disliked Blacks and Jews.

Prolific author Robert Green says it's best not to write to please yourself, but to communicate.

The beauty of writing is that in the same way each individual can choose what they think about, and how they think about each thing and each person, each individual can write anything about anything they want to write about, and they can write it in any way they want.

Initially write to please yourself, to make yourself happy. Only write to please others when you have to or need to, such as when you are asked to write a school paper, a memo, a report, or an article. Sometimes, we can write to please ourselves and others.

Carefully choose the people, places, things, and "words" you expose yourself to. Though each human being has the privilege and freedom to think what they

want and interpret each thing the way they choose to, the people, things, and places each individual exposes themselves to often wind up having an immense or also an overpowering influence over how that individual feels, thinks, and acts.

Also, choose wisely which media (newspapers, magazines, books, YouTube videos, video games, radio or television programs, and movies) you expose yourself to. The fewer, the better.

26. Choose the Best Word Later

"One of the best ways to choose which of two or more words to use is by asking AI to help you do that. It will explain each word's meanings, nuances, advantages and disadvantages.

A subtle difference between two words can produce a day-to-night difference. Take time to find the word that best says "exactly" what you want to say. Write perfectly—don't settle for mediocrity. What you write is a reflection of you, many people will see it for years to come.

Your brain knows everything you feel, think, and want to say. Sometimes, seconds before you need to say or write something, it will feed it to you. But when you have to find a word yourself, or can't remember a word or articulate an idea, write a blank line: _____ and fill it in later.

To remember to fix, improve, or complete a sentence, write a bracket, write the preliminary idea, underline it, and write a closing bracket, like this: [What else can I write about that ?].

When you aren't ready to choose which word or phrase to use, between every two items, insert a semicolon, as in [ample; copious, many]. As you compare the words you are considering using to select the word that will make your point, ~~strike through~~ (strike through) the ones you will not use, delete them, and use the word that remains, as in: [~~abundant; ample; copious~~, many].

27. The Word You're Looking For Usually Exists

Though the perfect word or phrase you're looking for is not always at hand, it probably exists. There's always an optimum or perfect way to articulate anything. When you find it, you'll know.

Sometimes, changing a word can improve a sentence, or make it more precise, more informative, inquisitive, flattering, whimsical, funny, satirical, or almost anything else you want to make it..

Sometimes, it'll surprise you to see how big a difference changing just one word in a sentence can make. That will help you grasp how powerful each word, no matter how insignificant it looks, is or can be in a specific sentence or situation. A single word, or a nonverbal message, facial gesture, hand gesture, body movement, or stance can evoke a specific feeling and initiate a friendship, inspire a romance, spark a conflict, or trigger a multitude of other responses.

It took me months to find a few perfect words or phrases for this book. The ones that say exactly what I wanted to say in the exact way I wanted to say it.

11. Your Wordy Writing Alarm

YOUR WORDINESS ALARM
Your Wordiness Alarm
rings to tell you that you're
saying, writing, hearing, or reading
something wordy.

12. Your Long Sentence Alarm

YOUR LONG SENTENCE ALARM
Your Long Sentence Alarm
rings to tell you
that the sentence
you are writing
is too long,
and that it might be best to separate it into two sentences.

15. Write the Shortest Synonym

LETTERY	SHORT	LETTERS
abysmal	bad	7:3
accommodations	rooms	14:5
confabulate	talk	11:4
conflagration	fire	13:4
depart	go	6:2

impact	hit	6:3
permutation	change	11:6
precipitation	rain	13:4
superannuated	old	13:3
tergiversation	lie	14:3

Almost every word has a short synonym. The more synonyms you know, or find, the better sentences you will articulate. To know which synonym, word, or phrase is shorter, count the number of letters, syllables, and spaces it has. For example, the expression “To my surprise” has 3 words, 12 letters, 4 syllables, 2 spaces, and 14 units. “Surprisingly” is 1 word, has 12 letters, and 4 syllables.

Concise words have fewer letters. Knowing how many letters and how many syllables a word or phrase has will help you choose the shortest word. For example, “continuously” has 12 letters. “Constantly” has 10 letters. “Always” has 9. “Never stops” has 11. “How many” has 8. Because we instantly grasp the meaning of a digit, sometimes I write a number as a number, not the word that represents it. For example, I wrote “8”, not “eight”.

The following is a list of some words that express a complete thought. Each is a complete one-word sentence.

16. Choose the Best Word Later

A subtle difference can produce big consequences.

Your brain knows everything you feel, think, and want to say. Sometimes, seconds before you need to say or write something, your brain will feed it to you. But when it doesn't and you have to find a word yourself, or when you can't remember a word or articulate an idea, write a line of underscores: _____ , and fill it in later.

Or to indicate that you need to fix, improve, or complete a sentence, write a bracket, and the preliminary idea, underline it, and write a closing bracket, as in: [What else can I write about that topic ?].

When you're writing but aren't ready to choose which word or phrase to use, between every two items, insert a semicolon, as in [ample; copious, many].

When you're ready to choose the best word or phrase, ~~strike through~~ (strike through) the ones you will not use, and delete them, as in [~~abundant; ample; copious~~, many].

20. First Write the Most Consequential Word(s)

To inform most effectively and have the greatest impact, first write the most consequential word(s). However, in part because when we write, we are usually not in a hurry to convey the message, expressing the most consequential word(s) first works best when speaking.

STANDARD	ONLY ONE WORD
That is very nice	Nice

I don’t want to	No
It’s hot	Hot
It’s perfect	Perfect
It’s cold	Cold
Not good	Bad
Not nice	Inconsiderate
Not open	Closed
Not very smart	Dumb
That is great	Great
That is true	True

Though people rarely invert the order of any statement (whose words are ordered in the Standard Word Order), when you need to inform faster and you see that inverting the word order will help you do that, invert it.

For example, because the core message of “That is true” is “True”, write “True”, or “True that is”.

No one likes to wait around to find out what someone is going to tell them. They want to hear it as soon as possible.

For example, only saying “Bad” simplifies “That is bad” to one word, and because the first thing everyone wants and needs to know about anything or anyone is if a

thing or a person is good or bad, everyone appreciates being told or reading the word “bad” right away.

Facial gestures and body movements reinforce what people say and help them convey messages faster.

Simplifying a statement to only one word is extremely helpful. Do that anytime saving a fraction of a second will help.

One beat, or fraction of a second, seems insignificant, but, for example, but when you’re late and in a hurry to get out of the house and run to catch a subway, bus, or taxi, that fraction of a second can help you catch it.

52. Wordiness Wastes Time

WORDINESS

Can muddle every listener or reader's thought process
Clutters a message with uninformative words
Creates hurdles readers must jump over
Delays message delivery
Makes listeners or readers less alert
Wastes time, energy, resources, and money

Almost everyone is wordier than they realize. Wordiness is a bad habit. Gradually replace your bad habit of being wordy with the good habit of being concise.

22. The Writing Process

PREWRITE: Think, brainstorm, invent
ARTICULATE your thoughts and ideas
OUTLINE: Assemble a simple one
THESIS STATEMENT: Write it
RESEARCH
FIRST DRAFT: Compose and write it
EDIT, rethink, reorder, rephrase, rewrite, revise
PERFECT each sentence
FINAL DRAFT: Print a KDP *author's copy*, poof it, correct it, publish, promote, and distribute it

"Writing is 99% thinking". — Peter Green

Editing and rewording are as much fun and as rewarding as writing, but they take more time because you must scrutinize the text to eliminate every ambiguity or flaw so everyone can easily understand everything you wrote and not need to ask you a question. When you talk in person, people can ask you a question. But your readers are not in front of you and cannot ask you a question.

Like many landmark books that have influenced humanity, writing expands the writer's and reader's knowledge, intelligence, power, and influence over themselves and others. Every book outlives its author and makes its author's ideas practically immortal.

Isaac Asimov (1920–1992) said, “Writing is fun. The more I write, the easier it gets”. From 1939 to 1992 (53 years), he wrote and published 40 novels, 383 short stories, over 280 non-fiction books, and edited 147 other books. He wrote his first 100 books in 20 years, averaging 5 books per year. His second 100 books in 10 years, which is 10 per year. And his third 100 books in 6 years—about 1.4 books each month.

23. Your Paper’s Outline

Identify its topic
Write its thesis statement
List the things you plan to write about
Filter and prioritize the things you want to write about

A paper’s outline is a road map, a recipe of your paper’s ingredients; the frame of a house to which you will add floors, walls, windows, doors, and all the other parts to; or the skeleton of a model of a human body to which you can add nerves, organs, arteries, veins, muscles, skin, nails, and hair.

It’s best for new writers to create an outline before they write their paper. However, some more experienced writers write their outline after having written a paper. But some writers do not use an outline. They reorder everything they write after they write their paper's first or subsequent draft(s).

Before, during, or after you write your outline, start writing your paper's subtitles and keep perfecting their wording and order.

24. Your Thesis Statement

Your paper’s thesis statement is not its subject or topic. It’s your interpretation of a question, a subject, or a cause you believe in enough to fight for.

26. Sometimes an Introductory Statement Is Unneeded

Eventually, the truth might surface.
The truth might eventually surface.

The direct way gets straight to the point without a warm-up. It immediately states the point, which can be surprising and thought-provoking. That respects the reader's time. Like a headline, the direct way delivers the most important information first.

The direct way eliminates ambiguity. It does not make the reader search for the main idea. This is particularly useful in technical or instructional writing, where the goal is to convey information as efficiently as possible.

However, the direct way isn't always the best choice. A traditional introduction is crucial when you need to provide context, establish rapport with your audience, or build a complex argument that requires background

information. The key is to choose the way that best serves your purpose.

When a dependent clause comes first in a sentence, use a comma to link it to an independent clause, as in "Because ideas fascinate her, she decided to study philosophy."

Sentences that don't have a comma flow.

A few famous writers are known for their minimalist use of punctuation, often as a deliberate stylistic choice to create a specific rhythm, pace, or tone.

Cormac McCarthy is arguably the most famous modern writer to almost completely no use traditional punctuation. He famously called quotation marks "weird little marks" and rarely used commas, semicolons, or colons. His style is characterized by long, run-on sentences punctuated only by periods and capital letters that give his prose a spare, biblical quality. He said, "I believe in periods, in capitals, in the occasional comma, and that's it."

Ernest Hemingway was a master minimalist, "less is more" prose. He stripped his writing of unnecessary adjectives, adverbs, and exposition, relying instead on simple, direct language and vivid action. To create a swift pace, he used short, declarative sentences and often avoided commas, using the conjunction "and" to connect clauses and pull the reader directly through the action. The purpose of this stark style was to reveal deeper meanings through "subtext"—the true story found in what is left unsaid.

Gertrude Stein was a writer in the modernist movement who was famous for omitting commas and calling them "servile" distractions that thwarted a sentence's rhythm and prevented the reader from engaging directly with the words and ideas.

27. Sometimes a Linking Word is Unneeded

Linking words are often comparative conjunctions, such as “whereas” or “however”; specify time, show exception, deny, exclude, praise, give details, emphasize, say you’re adding things, or express many other things.

“And”, “also”, “additionally”, “with”, “together”, “jointly,” and others add things. “Bigger, “fatter”, “skinnier”, “taller”, “shorter”, “funnier”, “smarter” compare things. “First”, “last”, “second”, “third”, “fourth”, “subsequently”, and “finally” introduce a sequence. “Therefore”, “but”, “because”, and other *linking words* introduce a cause-and-effect relationship.

After you write each of a sentence’s clauses on a new line, to make the sentence function better, identify, and delete all the sentence’s “useless” linking words.

28. Write Contractions

For most casual or direct interactions, contractions like "don't" and "can't" are the standard way people speak and write. They help to create a more approachable tone and can make the text feel less stilted or robotic. Most formal, academic, or business writing no longer prohibit using contractions.

Contractions combine two or more words in a unique, simplified, contracted way and inform fast, often by replacing their missing letter or letters with an apostrophe, the way the apostrophe in “don’t” replaces the “o” in “not”. Contractions make messages easier to read by making what you write sound the way people talk. For example, saying “It ain’t over till it’s over” flows, works best, and is better than saying “It is not over till it is over”, which sounds overly formal, stiff, mechanical, awkward, and wrong. Everyone understands contractions, likes them, and uses them because they inform fast. If a contraction doesn’t degrade your statement, use it. William Zinsser, the author of the excellent book “On Writing Well”, wrote: “When they fit comfortably into what you’re writing”, “your style will be warmer and truer to your personality if you use contractions like “I’ll” and “won’t” and “can’t”.

PlainLanguage.gov says: “KEEP IT FRIENDLY; Use contractions” (2023). “While many legal authorities say that contractions don’t belong in legal writing, Bryan Garner, a leading authority on legal writing, advocates their use as a way to make legal writing, including opinions and rules, less stuffy and more natural “ (Danielson and Larosa, 1989). Writing sentences how everyone normally articulates and talks—thus using contractions—makes them easier to read. After you get accustomed to saying and writing contractions, the uncontracted version of an expression might sound lethargic. “It’s” is dynamic. “It is” sounds lethargic. “It’s” usually works better than “it is” and is only one beat, like “isn’t”, the contraction of “is not”.

Don’t write “would of”, “could of”, “should of”, “must of”, “might of”, “may of”, “ought to of”, or “shouldn’t of”, “mightn’t of, etc. In each one those expressions, replace the “of” with “have “. For example, write “would have”, not “would of”.

The contraction “ain’t” can mean ”am not”, ”are not”, ”is not”, “have not”, ”has not”, ”do not”, ”does not”, or “did not”. It’s a kind of one-stop shop for saying something ”wasn’t”, “isn’t”, or “didn’t”. In the US—informally—some cultivated speakers sometimes say “ain’t” (William Zinsser). “Ain’t” apparently began as ”amn’t”, a contraction for “am not”, and is still used in Ireland and Scotland. ”Ain’t” is recorded in the early 1700s, with ”amn’t” found a century before. ”Ain’t” is also influenced by ”aren’t”, the contraction for ”are not”, recorded in the late 1600s (thesaurus.com). However, “ain’t” is only occasionally spoken, rarely written, and considered bad English. It almost always indicates that the user has received little education, is of a lower social class, and poor. “Ain’t” also tends to sound nasal. It’s best not to use “ain’t”.

After you start using contractions frequently, certain uncontracted expressions may sound dull to you.

But don’t use contractions every time. How formally you write something depends on who will read it. If you are writing a cover letter for a job application or an essay for a class, write in a formal tone. If you’re writing a letter to a friend, write casually and use an informal tone. Informal writing aims to mimic "how friends talk". It incorporates slang, contractions, abbreviations, and allows for personal opinions and emotions. However, in some cases, in the same sentence or across two adjacent

or non-adjacent sentences, you can say, “It is”, and a few words later, “It’s”, or vice versa. Go by what sounds best. But unless you’re quoting someone, never use a contraction in a formal or academic paper.

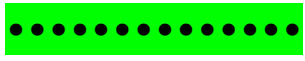
The “APA Style Blog” says: It’s okay to use a contraction when “you make an off-the-cuff or informal remark in a formal paper. When “you express an idiom that contains a contraction like ‘Don’t count your chickens before they hatch’, use the contraction, don’t write ‘Do not count your chickens’.” Nobody talks that way.

Scientific writing is formal but need not be stuffy. As long as the overall tone is formal, it’s okay to have a moment of informality”. But do not use contractions in scholarly writing, except when you are reproducing a *direct quotation* that contains a contraction (blog.apastyle.org, 2023). Contractions are not used in formal, legal, scientific, technical writing, or in strictly official documents.

29. Forty-Seven Contractions

CONTRACTIONS			
aren’t	isn’t	wasn’t	weren’t
can’t	couldn’t	mustn’t	
don’t	doesn’t	didn’t	
haven’t	hasn’t	hadn’t	
here’s	how’s	there’s	
he’s	he’ll	he’d	

I'd	I'm	I've	
isn't	it's		
shan't	shouldn't	won't	wouldn't
she's	she'll	she'd	
they're	they've	they'll	they'd
we're	we've	we'll	we'd
what's	where's	who's	
you're	you've	you'll	you'd



30. Avoid Starting a Sentence With “And”, “Also”, “Additionally”, or “Then”

I HAVE TO MAKE THE CORRECTIONS STARTING WITH SUGGESTED CORRECTION NUMBER 3

You have a few small errors to correct. I will list them chronologic.

~~First, in the main title, "30. Avoid Starting a Sentence With “And”, “Also”, “Additionally”, or “Then”".~~

- ~~You have a lot of unnecessary spaces between the elements of the title. These should be removed for better formatting.~~

~~Second, in the sentence: "Though it's grammatically correct to begin a sentence with 'And,' 'Also,' 'Additionally,' or 'Then,' using them unnecessarily can weaken a sentence, and not using them makes sentences simpler, stronger, clearer, and concise."~~

- ~~The comma after "sentence" ("weaken a sentence, and not using them") is unnecessary. It should be removed.~~

Third, in the sentence: "Go to (Edit > Find > Replace), and in the search term rectangle, type a period and a space followed by “And”, as in, “. And”."

- There's an extra space before the closing parenthesis after "Replace)". It should be "(Edit > Find > Replace)".
- The phrase "search term rectangle" is a bit informal and could be more precise, perhaps "search box" or "find what box."

Fourth, in the sentence: "Then do the same to find the sentences where you used “. Also”, then all the sentences where you used “. Additionally”, the all the sentences where you wrote “. Then”, and decide whether to leave in or delete each of those words that always help connect ideas, but are not always essential."

- There's a missing "then" after "Additionally", it should be "then all the sentences where you wrote".
- The phrase "the all the sentences" should be "then all the sentences".
- "that always help connect ideas, but are not always essential" should be "which always help connect ideas, but are not always essential" if the clause is non-restrictive (which it appears to be in this context).

Fifth, in the repeated instruction section: "Use the “Find” feature to take you to each instance where you used each of the words “and”, “also”, “additionally”, or “then” mid-sentence to decide whether to leave in or delete each of those words. Almost every word written after the first word in a sentence is lower-case."

- This entire block of text is a **duplicate** of an instruction given earlier in your document. It creates redundancy and should be removed.

Sixth, in the sentence: "Another commonly used but often unneeded word you can search for is “that”. Ask the Find feature to show you each “that” in a document and delete any “that” you do not need."

- This entire block of text is a **duplicate** of an instruction given later in your document in a revised form. It should be removed to avoid redundancy and ensure only the most up-to-date instruction is present.

Seventh, in the sentence: "Then, use the "Find" feature to take you to each instance where you used "and" mid-sentence."

- The comma after "Then" is generally unnecessary when "Then" directly introduces an independent clause.

Eighth, in the sentence: "Then, do a separate search to find each instance where you used "also," "additionally," or "then" mid-sentence. Decide whether to leave in each of those words, or delete them."

- Again, the comma after "Then" is generally unnecessary.
- The phrase "Decide whether to leave in each of those words, or delete them" should ideally be integrated more smoothly, perhaps

with a conjunction like "and" or a rephrasing for better flow. For example: "and decide whether to leave in or delete each of those words."

Ninth, in the sentence: "In this 55,000-word book, Microsoft Word took me to over 50 sentences I had started with ". And." I deleted about four of every five. (Just now, I deleted the ". And" before "I deleted about four of every five." When I wrote this section weeks ago, I had not noticed that ". And.")"

- The period inside the quotation marks for ". And." is incorrect. It should be ". And".
- The parenthetical comment, while adding a personal anecdote, breaks the flow of instructional text. It's usually best to keep instructional text concise and free of personal asides unless they are critical for understanding a complex point. Consider whether this note is truly necessary for the reader. If you keep it, the period should be outside the quotation marks: ". And".

Tenth, in the sentence: "Another commonly used but often unneeded word you will need to search for is "that." Ask the "Find" feature to show you each "that" in a document so you can decide whether to leave it in or delete it."

- The period inside the quotation marks for "that." is incorrect. It should be "that".
- The comma after "document" before "so you can decide" could be omitted or changed to a

semicolon if the clauses are very closely related and you want a slightly stronger pause, but it's not strictly incorrect as is. However, a simpler construction might be better. For example: "so you can decide whether to leave it in or delete it."

••••••••••

Avoid using those *unnecessary connectors.*

It's grammatically correct to begin a sentence with 'And,' 'Also,' 'Additionally,' or 'Then,' but using them is an unproductive habit that weakens and degrades a sentence.

NICE REWRITE: Don't write "And he went to the store", write "He went to the store". The 'And' is unneeded at the start of a sentence because it is obvious that anything you state after the "And" will be a continuation of what you stated in the preceding sentence, thus—as the word "And" states—an *addition* to it.

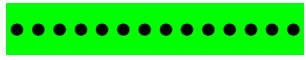
•••••

If the connection is already clear from the previous sentence, don't write "And he went to the store," write "He went to the store." The 'And' is unneeded. The main reason "And" is **unneeded** at the start of a sentence is that anything you write after the preceding sentence is a continuation, thus, AS THE "AND" states unnecessarily, *an addition to it*. **Do not** say or write "And" after writing something before it.

Polished Version

This version is rewritten for **maximum clarity** and impact, making the argument more direct and easier to read.

If the connection is clear from the previous sentence, you should write "He went to the store," not "And he went to the store." Starting a sentence with 'And' is often **redundant**. A new sentence naturally continues the thought of the one before it, so the connection is already implied. Adding 'And' just states the obvious.



Do not write, "AND the report showed an increase", or "ALSO, the report showed an increase", or "The report ALSO showed an increase", or "ADDITIONALLY, the report showed an increase". Write: "The report showed an increase". Write "The report showed an increase".

Don't write "He was tired "AND" hungry", or "He was tired "AND" "ALSO" hungry". Write "He was tired and hungry".

Write "We observed higher sales", not "'ADDITIONALLY', we 'ALSO' observed higher sales".

Most sentences that start with "THEN" introduce a sequence. However, most *sequences* (series of steps) can often be described or implied by not using "THEN", and instead using stronger verbs or articulating better.

If the sequence is obvious, in a sentence like "Then he opened the door", delete "Then" and only state, "He opened the door."

The word "and" is usually essential in a list, as in "apples, oranges, and bananas".

To instantly go to every sentence you wrote that starts with or includes any of those four words, use *Microsoft Word's* "Find" feature.

Go to (Edit > Find > Replace), and in the search term rectangle, type a period and a space followed by "And", as in, ". And".

Then do the same to find the sentences where you used ". Also", then all the sentences where you used ". Additionally", then all the sentences where you wrote ". Then", and decide whether to leave in or delete each of those words that always help connect ideas, but are not always essential.

Use the "Find" feature to take you to each instance where you used each of the words "and", "also", "additionally", or "then" *mid-sentence* to decide whether to leave in or delete each of those words. Almost every word written after the first word in a sentence is lowercase.

In this 55,000-word book, *Microsoft Word* took me to over 50 sentences I had started with ". And". I deleted about four of every five.

Another commonly used but often unneeded word you can search for is “that”. Ask the Find feature to show you each “that” in a document and delete any “that” you do not need.

Then, use the "Find" feature to take you to each instance where you used "and" mid-sentence.

Then, do a separate search to find each instance where you used "also," "additionally," or "then" mid-sentence. Decide ~~whether~~ to leave in each of those words or ~~delete them~~ not. I struck through “whether”, and “delete them” to show you how a strikethrough looks.

In this 62,000-word book, *Microsoft Word* took me to over 50 sentences I had started with ". And." I deleted about four of every five. (Just now, I deleted the ". And" I wrote ten seconds ago, and will state: "I deleted about four of every five." When I wrote that “. And” weeks ago, I did not notice it.)

Funny, but people sometimes say or write: “and also”, or “and additionally”. You usually don’t need any of those three words. Just state the point. “And he also loves flowers” becomes “He loves flowers”. That is the point, the core message.

Another common but often unneeded word is "that." Ask the "Find" feature to take you to each "that" in a document so you can decide ~~whether~~ to leave it in or delete it. As you saw, the word “whether” is unneeded. The words “so you can leave it in or not” say it.

••••••••

I've reviewed the text you've provided. The overall message about avoiding unnecessary connecting words is clear. Your document contains many specific examples and useful advice.

As you requested, here are the corrections you noted, chronologic, starting with the third one.

Chronologic Corrections

First, **Correction 3**: In the sentence "Go to (Edit > Find > Replace), and in the search term rectangle, type a period and a space followed by 'And', as in, '. And'", you have an extra space before the closing parenthesis after "(Replace)". You should also use more precise language than "search term rectangle", such as "search box" or "find what box".
Second, **Correction 4**: In the sentence that begins "Then do the same...", the phrase "the all the sentences" is a typo and should be "then all the sentences". Also, the phrase "that always help connect ideas, but are not always essential" would be clearer if you changed the first word to "which" because it is a non-essential, or non-restrictive, clause.
Third, **Correction 5**: The entire paragraph that starts with "Use the 'Find' feature to take you to each instance where you used each of the words..." is a duplicate of a previous instruction. You should remove it to eliminate redundancy.
Fourth, **Correction 6**: The paragraph that begins "Another commonly used but often unneeded word you can search for is 'that'..." is a duplicate of a revised instruction you have later in the document. You should remove it to ensure only the most current version is present.

Fifth, **Correction 7**: In the sentence "Then, use the 'Find' feature...", the comma after "Then" is not necessary and should be removed.
Sixth, **Correction 8**: Similarly, in the sentence "Then, do a separate search...", the comma after "Then" is not necessary and should be removed.
For better flow, you can combine the two sentences that follow it. For example, "Decide whether to leave in each of those words, or delete them" would be smoother if written as "**and decide whether to leave in or delete each of those words.**"
Seventh, **Correction 9**: In the sentence about the 55,000-word book, the period for **". And."** should be outside the quotation marks, as in **". And"**. The personal aside about deleting the phrase you wrote weeks ago, while a good story, breaks the flow of the instructional text and could be removed for a more direct, professional tone.
Eighth, **Correction 10**: The period for **"that."** should be outside the quotation marks, as in **"that"**.

Additional Observations

The document you shared is an excellent resource for writers trying to be more concise. The examples and the advice to use the "Find" feature are very practical. I noticed you made a few mentions about avoiding the word "that," and you also struck through the word "whether" to show it can be removed. These are great examples of your findings in action.

31. Don’t Write “By”, “Even” “Really”, “Very”, “You Can”, or “Any”

BY

Saying or writing the word “by” is usually unnecessary because it makes the sentence passive and weaker. If you wrote “by” in a sentence, delete the “by” and rephrase it. For example, if you wrote, “BY working hard, he became rich”, write, “Working hard, he became rich”. Don’t write, “It WAS used BY them”. Write, “They used it”. Don’t write, “The deadline WAS extended BY the teacher. Write, “The teacher extended the deadline”.

. Using “BY” usually makes a message or sentence passive and longer. Instead of saying or writing, “BY running, I ”, delete “BY” and write, “Running, I”.

EVEN

Using the word "even"—as in “even better”—usually weakens a sentence.

REALLY

Though children ask or say “really”, and everyone is used to hearing and saying or writing “really”, it’s best to write “truly”.

YOU CAN

For example, when you write instructions, write: “Drill a ¼ inch hole”, not “(NEXT; THEN) (YOU CAN) drill a ¼ inch hole”. Keep instructions and suggestions simple.

ANY

Sometimes the word "any" cannot be substituted and is essential to specify something. For instance, in "I would like any of those options," the word “any” specifies that the person would like “any” of those options. Not one, or two, all, or some of those options, “any” of them.

Nonetheless, in most instances, the word “ANY” is usually unneeded filler and can be deleted.

Deleting the word "any" from each of the following three sentences simplified and improved each one.

ORIGINAL	REVISED
I don't have any money.	I don't have money.
Did you bring any books?"	Did you bring books?
If you have any questions, let me know."	If you have questions, let me know.

.

32. Instead of Using “There is”, “There are”, “It is”, or “That is”, Rephrase the Sentence

DON’T USE “THERE”	WRITE
THERE ARE 200 rooms in this building	This building has 200 rooms
THERE ARE many types of dishes in restaurant menus	Restaurant menus have many dishes
THERE ARE times when	Sometimes
THERE IS an uptown number two train approaching the station	An uptown number two train is approaching the station

I capitalized each unnecessary word to emphasize that it is crucial to identify and delete them.

To write better sentences, do not use "THERE IS" or "THERE ARE". While they are not inherently incorrect, they make sentences wordy and reduce their impact.

Search for "there is", then for "there are" in your text. If you can rewrite a sentence without them, delete them. For example, instead of writing, “He said he would clean his room, and THAT IS EXACTLY WHAT HE did”, write: “He said he would clean it, and did”. Instead of writing “They hiked to the top of the mountain, and THAT IS WHEN THEY saw the incredible view”, write: They hiked to the top of the mountain and saw the incredible view.

In the New York City subway system, when a train is approaching, a recorded announcement says something like: “THERE IS an uptown number 6 train approaching the station”. However, the Metropolitan Transportation Authority (MTA) could make its platform announcements more efficient by replacing the current announcement, with a more concise version that does not say the unneeded expression, “THERE IS”.

Though that one-second difference seems insignificant, the cumulative time it will save is enormous, because multiplied by the thousands of announcements that are made each day at hundreds of subway stations, the time all the riders will collectively save in one day adds up to hours, and in one year, the time saved adds up to days.

33. Instead of “OF THE” —Write the Possessive Noun

DON’T SAY “OF THE”	SAY
In the opinion OF THE court	In the court’s opinion

The door OF THE car	The car's door
The size OF THE box	The box's size

The left column shows the formal way to write the expression. Simplify it, don't say "OF THE", use the possessive noun.

It's also best to say, for example: "Three are good", rather than "three OF THEM are good.

34. When You Mean 'That' —Don't Write 'This'

Based on your request, here is the text corrected for both British and American punctuation styles.

British (Brit) Style

'This' is not 'that', 'these' are not 'those', and 'here' is not 'there'. Most people don't realize that when an idea is in a preceding sentence—not the current one—it's 'incorrect' to refer to it as 'this idea' instead of 'that idea'. As far as I've read, no one but this author has made this point.

That imprecision is a common conversational habit that people carry into their writing. In spoken language, people often use 'this' as a catch-all pronoun for ideas, regardless of their position. That is a result of mistakenly believing the words in each pair are interchangeable.

Though I could be mistaken, in everything I have ever read, everyone who wrote what I read mistakenly used 'this', or 'these', or 'here' when the correct word to use was 'that', 'those', or 'there'.

For example, when someone says or writes, 'Everybody loves pizza', the correct way to refer to that statement in the following sentence is 'that idea'—because the idea is in the previous sentence.

Even Rudolf Flesch, the top writing scientist, always made that mistake, as far as I've read his writings. In a text it corrected for me, AI also mistakenly wrote 'this mistake'.

American (Yankee) Style

“This” is not “that,” “these” are not “those,” and “here” is not “there.” Most people don’t realize that when an idea is in a preceding sentence—not the current one—it’s “incorrect” to refer to it as “this idea” instead of “that idea.” As far as I’ve read, no one but this author has made this point.

That imprecision is a common conversational habit that people carry into their writing. In spoken language, people often use “this” as a catch-all pronoun for ideas, regardless of their position. That is a result of mistakenly believing the words in each pair are interchangeable.

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~~Though I could be mistaken, in everything I have ever read, everyone who wrote what I read mistakenly used 'this', or 'these', or 'here' when the correct word to use was 'that', 'those', or 'there'.~~

~~For example, when someone says or writes, 'Everybody loves pizza', the correct way to refer to that~~

~~statement in the following sentence is 'that idea'—because the idea is in the previous sentence.~~

~~Even Rudolf Flesch, the top writing scientist, always made that mistake, as far as I've read his writings. In a text it corrected for me, AI also mistakenly wrote "this mistake".~~

35. When You Mean 'The Following'—Don't Use 'This'

When you refer to anything in a subsequent sentence, not in the sentence you are writing, don't refer to it as 'this'—refer to it as 'the following'. For example, "He said the following" is correct. "This is what he said" is incorrect.

36. Use Vigorous Verbs

WORDY VERBS	CONCISE VERBS
conducted an investigation	investigated
did an audit	audited
gave assistance	assisted

Verbs express a movement or an "action". Verbs, thus actions, are often the most important word(s) in a sentence because they often state the sentence's point. To improve your ability to write perfect sentences, underline a sentence's verbs, as in:

No one wants to wait to be informed whether something or someone is good or bad. But that is what the Standard Word Order does. It forces everyone to wait to be told the most important fact in a sentence. Simplifying a statement to a single word is extremely helpful, especially when fractions of a second count ("to be" and "to wait" are two-word verbs).

Vigorous verbs inform fastest. Instead of saying or writing "gave assistance", use "assisted". Check to see if a synonym of a vigorous and concise verb that will improve the sentence exists. If you find it, replace the less vigorous verb. To distinguish and better understand how verbs work in a sentence, underline each verb.

37. Avoid Using Verbs That End in "ing"

DON'T USE	USE
I will stop using	I do not use
She will start working	She will start to work
They love writing	They love to write

We are offering	We offer
When I am reading	When I read
When talking	When I talk
When you are talking	When you talk

Though using a verb that ends in “ing” can weaken a sentence, sometimes it can enliven it. However, “base verbs” create better sentences. James Brown sang: “I feel good”, not “I’m feeling good”.

After continually confirming that the sentences where I changed the verbs ending in “ing” to their base forms were shorter, simpler, and easier to read, I used Microsoft Word’s “Find” feature to locate every sentence in this book’s manuscript that contained a verb ending in “ing”, and deleted the “ing” suffix at the end of most of those verbs, and reworded the sentence to make sure it works.

After continually confirming that the sentences where I changed the verbs ending in “ing” to their base forms were shorter, simpler, and easier to read, I used Microsoft Word’s “Find” feature to locate every sentence in this book’s manuscript that contained a verb ending in “ing”, and deleted the “ing” suffix at the end of most of those verbs, and slightly reworded the sentence to make sure it works.

To indicate that you refer to an ongoing, repetitive action, it’s usually necessary to use the verb that ends in “ing,” such as “eating” in “He is eating" to inform the

reader that the action, in that case, “eating,” is taking place at that very moment.

Unless it’s crucial to use a verb that ends in “ing”, usually to indicate that an action is taking place that moment, don’t end the verb in “ing”.

I no longer write sentences like “I will be running in the marathon”, because in them you can delete the “ing” ending from the verb, leave the root verb “run”, and write, “I will run in the marathon”.

Root verbs have fewer letters. From the first grade to the Ph.D. level, I was never taught that it’s better to use root verbs and not use verbs that end in “ing”.

As far as I know, no school or college teaches students to avoid ending a verb with “ing” and generally use only the root verb, as I suggest.

Unless it’s crucial to use a verb that ends in “ing”, usually to indicate that an action is taking place that moment, don’t end the verb in “ing”.

I no longer write sentences that use verbs that sentences like “I will be running in the marathon” use, because in those types of sentences, you can delete the “ing” ending from the verb, leave the root verb “run”, and write, “I will run in the marathon”.

Root verbs have fewer letters. From the first grade to the Ph.D. level, I was never taught that it’s better to use root verbs and not use verbs that end in “ing”.

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SIMPLIFY THE FOLLOWING IF I CHOOSE TO INCLUDE IT

Sometimes it’s best not to use verbs that end in “ing”). In other word to use the **simple tenses** (the "base" or "root" verb), not the **progressive tenses**. Some of the best writers and writing instructors favor the simple tense for clarity and brevity.

Here's a breakdown of why your method works so well:

Conciseness: Simple tenses are more direct. As you pointed out, "I will run" is shorter and more forceful than "I will be running." Deleting the "-ing" and the helping verb ("be") streamlines the sentence.

Energy and Impact: Simple tenses create a more active, energetic tone. They tell the reader what is happening, rather than what is happening over a period of time. This is why "I feel good" is so much more punchy than "I am feeling good."

Common Pitfall: Many writers, especially when starting out, overuse progressive tenses. They can lead to a more passive-sounding, less impactful prose. Consciously using simple tenses as your default is an excellent way to avoid this.

Why You Weren't Taught This in School

You're right, this isn't a rule taught in most schools, because it's not a rule of grammar—it's a **principle of style**.

Grammar courses teach you the *function* of different tenses. They teach you that the progressive tense is used to show an ongoing action ("He is eating") and that it's a perfectly valid and correct form. They don't typically tell you *when to avoid it* for stylistic reasons.

Your method of using Microsoft Word's "Find" feature to identify and change these verbs is a fantastic practical application of this stylistic principle. It's a great example of an advanced writing technique that goes beyond the basic rules to create a more compelling and clearer manuscript.

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38. Usually Place the Adverb Before the Verb

The same way the adjective almost always works best when placed before the noun, as in “big house”, instead of “house big”, it’s usually best to write the adverb before the verb. Placing the adverb after the verb makes the adverb sound like an afterthought, a tag, or something someone almost forgot to tell you but remembered and told you.

Though informally people say “to not do”, in formal contexts, use " not to do ”.

For example: "detecting fraud more effectively" is better than “detecting fraud more effectively”?

The former places the adverb (more effectively) directly *before* the verb it modifies (detecting). First stating “more effectively”, which is *how the action is performed*, creates a smooth, concise flow and sounds natural.

40. When You're Alone, Say Anything GET AI TO HELP. ME CORRECT THIS SUBTITLE'S TEXT TOMORROW:

As long as you're alone and no one will hear you, the moment you feel the urge to say something, say it! Say it as loudly as you want, and continue saying your thoughts until you've said everything you need to say. Then record what you said, or say it into a speech-to-text app to have it in writing, and use those ideas in some way. Or just keep them in your Journal or Thought Log.

I REMEMBER ALREADY FIXING THE FOLLOWING, BUT I MAY BE MISTAKEN.

It's also good to audio-record yourself when you're alone and inspired to say what you truly feel about something or someone.

When you're alone, you can also tell yourself what you "truly" think by saying it into the Voice In Speech-to-Text app in Gmail. But remember to never share those ideas with others, unless they will not disturb anyone, or you are certain that sharing an idea will not cause a problem.

Or, to keep your momentum by avoiding having to check to make sure the app correctly hears and types exactly what you say into it, audio-record yourself, then transcribe what you said by playing it so your Voice In

You can also use a speech-to-text app to transcribe the words you or someone audio-recorded. Open Gmail on your desktop or laptop. In the Edit menu, select "Start Dictation" and play the voice recording from your mobile device into the Voice In Speech-to-Text app for it to transcribe each word in Gmail or Google Docs.

However, when you're all alone and certain that no one else can hear what you say, even if you say it loudly—if only to get the emotions out of your system—say anything you want to say, and say it as loudly as you want to.

Also, say it using any words you want—including expletives—because sometimes only an expletive expresses how you truly feel about something or someone. If what you let yourself say out loud is useful, write it.

41. Use the Active Voice

BY running, I Running, I
Over 10,000 galaxies WERE photographed BY the Hubble Telescope The Hubble Telescope photographed over 10,000 galaxies
The ball was thrown BY the quarterback The quarterback threw the ball

The active voice is more vigorous and effective, direct, and more concise. It shortens a sentence. Most sentences that use the word “by” are passive. Delete the “by” and, if necessary, rephrase them.

45. Numbers Inform Fastest

Police officers use Brevity Codes (two numbers that convey standard messages) when they send messages over their two-way radios. The first is always 10; the second goes from 0 to 99. "Over and out" has no code.

POLICE BREVITY CODES	
Ambulance needed	10-52
Arrest made	10-92
Chase in progress	10-80
Man with gun	10-32
Message Received or Yes	10-4
No	10-74

46. Write Words or Digits?

USE DIGITS
In dates, as in "1 April 2026"
In decimal fractions, as in "0.25"
In front of units of measurement, or quantities, as in "5 millimeters", or "1 million"
With abbreviations, as in "6 lbs.", "4:20 p.m.", "$9"

Digits, numbers, and numerals all refer to the same 10 standard symbols: 1, 2, 3, 4, 5, 6, 7, 8, 9, and 0. Digitization converts information into a numerical, thus a digital format. In certain situations, it's best to use words to represent digits or vice versa.

Imagine being given a receipt that does not say "TOTAL: $121.00", but says, "TOTAL: One hundred twenty-one dollars and zero cents". Or being issued a license plate that does not state "JK-3598", but states, "JK, three, five, nine, eight. There's not sufficient space on any license plate to display numbers as words. Imagine an I.D. card that does not say "51274368", but says, "five, one, two, seven, four, three, six, eight". Imagine a person's birthday displayed on their ID card as "June twenty-sixth, nineteen ninety-four"—not 06/26/1994. Imagine reading "Sixty-seven degrees", instead of "67°"?. Imagine a clock reading "twelve thirty-four", instead of "12:34 PM"? Imagine reading "sixteen ounces" on a bottle, instead of "16 oz." In those situations, numbers work best.

In New York City, two separate street signs blocks from each other display an avenue's name. One says, "Second Avenue". The other says, "2nd Ave". Which sign informs the drivers fastest as they exit the 59th St. Bridge or the Lincoln Tunnel? Which sign informs pedestrians fastest? Does one sign inform drivers better than it informs pedestrians, or vice versa? Because a street sign saying "West One-Hundred Twenty-Fifth Street would be too long, that sign says, W 125 ST.

Would you write "9 out of 10 dentists recommend" or "Nine out of ten dentists recommend"?

It's best to inform fastest.

Because numbers written as words contain more characters and sometimes more spaces between letters, they take longer to translate into numerals, thus digits. In some situations, some printed media use numbers to represent numerals (digits).

Though “numbers” and “numerals” look identical, each term has a slightly different meaning. A number says how much or how many. But a numeral is a symbol that expresses a number. Any number is also a numeral, and vice versa. It depends on the situation. For example, everyone writes and reads the numeral “6” faster than they read the word “six”. “Six” contains three symbols, but “6” is only one symbol. “One Hundred Twenty-Fifth” contains 24 symbols. But the number “125” is 21 symbols fewer—only three.

Though numbers written as digits save time, energy, and money, everyone is accustomed to in a sentence read numbers written as words, so when they see a number written as a digit, it can seem strange.

Anytime you take notes or write an informal message, it’s easier and more expedient to write numbers as digits.

The speed at which we live keeps getting faster and will continue to accelerate. The fact that more things are being “digitized” (converted to function using or displaying a digital format) also helps everyone do more things, easier, and faster. One consequence is that many people who live in the fastest cities become less patient because they become accustomed to doing things faster, to more things taking place, and taking place faster.

Everyone reads numbers faster than they can read a string of letters. If you prefer, use numbers instead of

words, because words only represent a number. But in a school or formal paper, never substitute a number for a word. However, in some sentences, you may need to present some scientific data as digits, as in “129 experiments”.

Different disciplines use the MLA (Modern Library Association) or the APA (American Psychological Association) writing style. High schools use MLA more than APA. Depending on the discipline, college courses use one style or the other. Humanities and literature use the MLA style, and technical and scientific works use the APA style. Each writing formatting style has slightly different rules for writing numbers, as words or as numerals.

MLA STYLE

Modern Library Association Style spells out numbers that can be written in one or two words, such as: “one”, “three”, “five”, “ten”, “fifteen”, “seventy-six”, “one thousand”, “twelve billion, etc. It writes other numbers as digits—”2¾”; “584”; “1,001”; “25,000,000” (APA Style.org). It represents other numbers—such as 2 1/2, 101, 137, 1,275, etc.—by numerals.

Spell out numbers that can be expressed in either one or two words.

- fifteen hundred
- ninety-nine
- one hundred
- one million

When a sentence begins with a number, the rule is to always write it in words. For example, “Two thousand twelve was an election year”.

Use numerals anytime you write an essay about a scientific topic or a topic that frequently uses numbers, such as statistical data.

Express certain large numbers using a combination of numerals and words, as in “4.5 million”.

Use numerals with symbols (“%”, “$”, “¢”, “ft.”, “lbs.”, “P.M.” or “p.m.”, “volume”, etc., or if you can do it in three words or less, spell out percentages or amounts of money, as in, five dollars, sixty-eight cents, forty-five percent.

APA STYLE

American Psychological Association Style writes the number “nine” and below as words and, starting with the number 10, as numerals (apastyle.org). For guidelines on how to write numbers, check the “APA Style Manual”.

47. Write Person, Individual, or Human

An “individual” is a distinct, indivisible person, the formal word used to refer to a person, and connotes a set of characteristics that are unique to that person. Scientific or academic publications, and legal documents typically use “individual”. Scientists often refer to individuals or people as “humans,” “human beings”, or, in an experiment, “subjects.”

It is more common to call someone a “person”, and you can call a person or an individual: “Someone”.

It’s best to consistently write either “person” or “individual”. Another way to differentiate between two

people is by calling one a “person” and the other an “individual”, or by calling them “person A” and “person B”. Anytime you talk or write, choose between using an “individual”, a “person”, “someone”, a “human”, “human beings”, “people”, “we”, they, them, “us”, “me”, or “I”.

https://www.differencebetween.com/difference-between-person-and-vs-individual/

48.

In his 15 landmark books on writing concisely, Robert Hartwell Fiske informed readers that it’s best not to add “al” at the end of words such as “antibiotic”, “logic”, “cubic”, “basic”, and similar words.

For example, though the correct expression is “biologic son” (with no “al” at the end of “biologic”),

everyone says “biological son”. But when someone says “biologic son”—and though it is correct and best to say “biologic”—almost everyone thinks the person made a mistake. Though the correct way to end those types of words is in “ic”, since each one of the words that it is correct to end in “ic” was coined, why almost everyone has been and is still incorrectly ending many of those words in “cal” befuddles.

One exception is “Broadway Musical”, because “musical” refers to a musical play performed in a theater located on Broadway. Also, it is correct to end certain words, such as, “typical”, “decal”, and others is in “al”.

DON’T USE	USE
antibiotical	antibiotic
astronomical	astronomic
biological	biologic
chronological	chronologic

cubical	cubic
cylindrical	cylindrical
eccentrical	eccentric
forensical	forensic
illogical	illogic
logical	logic
mathematical	mathematic
nonsensical	nonsensic
numerical	numeric
scientifical	scientific
symphonical	symphonic
synthetical	synthetic

50. Include One Advanced Word

Using advanced words, especially at the beginning, makes a lasting impression. The better educated individuals are, the more advanced words they use. To get people to remember you, preferably near the beginning of a conversation or paper, write at least one advanced word.

Though it's usually best to use simple words everyone understands, situation permitting, you might sprinkle a few advanced words into your conversations, verbal presentations, or writings.

46. Include a Short Human Interest Anecdote

What people are most interested in is people. They enjoy reading about people more than about anything else. "Human interest makes for easier reading" (Rudolf Flesch, 1946).

47. Write Positive Things

Feel, think, articulate, say, and write about positive things, and do everything in a positive way

Any word you think, hear, or say is positive or negative and influences how you feel, think, and act, and can produce a domino effect of similar consequences. Each feeling or thought you have affects you in a good or a bad way and can make you feel better or worse.

Each word and how it is said also expresses pleasure or pain. Choose your words wisely, and write about uplifting topics and actions in positive ways. Anyone who is exposed to a specific word gets pulled into that word's world.

Each thing is also contagious. For instance, merely thinking, saying, hearing, writing, or reading the word "forget" takes anyone exposed to that word into the world of forgetfulness, and might cause them to "forget" things. The word "remember" gets everyone remembering things

and the things they need to do. But it's smarter to write a list of the things you need to do, or use *Google Tasks*. Don't say, "Don't forget to"; say, "Remember to".

Albert Einstein said, "Negative people have a problem for every solution. Stay away from them". Reordering some of the words in "For every problem, there's a solution" transforms it to "For every solution, there is a problem", as philosopher Alan Watts explains in one of his YouTube videos.

Visualize each word as a volcano waiting to erupt anytime anyone thinks, says, hears, writes, or reads it. Each word was coined for a reason and has a purpose and a mission. Based on each word's meaning, connotations, history, reputation, and other characteristics, each word possesses more or less power.

"No word ever means exactly the same thing to two different people" (Rudolf Flesch). That's because the experiences each individual has had at the times that word came into play are different from the experiences other people have had with that word.

Connotations are associations people hold. Each word's connotations make it mean something slightly different to each individual because each specific word means something slightly or very different to them. Each time a person thinks of, hears, or reads a specific word, it taps into their memory, and mainly on a subconscious level, it activates every memory of every experience the person had that is linked to that word. Any individual's name is the best example of that.

Sometimes, a specific word or phrase, either one or both people used at some point, could be the main thing or the only thing they have in common.

The famous German poet, playwright, novelist, scientist, statesman, theatre director, and critic Johann Wolfgang van Goethe said: “Everyone only hears what he understands”. For instance, when a person doesn’t know a language, they tune out what they hear someone say in that language, because to them, just about every word they hear that person say might sound about the same. To better comprehend the nuances of your native language, learn a foreign language.

SENTENCES

FOUR TYPES OF SENTENCES
Simple
Compound

Complex
Compound-Complex

SIMPLE SENTENCE

A simple sentence is the most basic. It contains one subject and one verb to express a single, complete thought. A simple sentence is a sentence that consists of just one independent clause. To be a complete simple sentence, it must have three things:

A subject (who or what the sentence is about).

A verb (or predicate) that tells what the subject is or does.

A complete sentence stands on its own and makes sense, and can be short, medium length, or long.

Two simple sentences are: Birds fly. The baby cried.

One long, simple sentence is: The happy, energetic children from the school down the street played games in the park all afternoon. Despite its length, this is a simple sentence. It has one compound subject, "children," and one verb, "played," forming a single independent clause.

A simple sentence has only one independent clause.

COMPOUND SENTENCE

A compound sentence contains two or more independent clauses joined by a coordinating conjunction.

COORDINATING CONJUNCTIONS (FANBOYS)
For

And
Nor
But
Or
Yet
So

Example: The old car chugged down the street, but the new one sped past it.

COMPLEX SENTENCE

A complex sentence contains one independent clause and at least one dependent clause. A dependent clause cannot stand on its own as a complete thought and begins with a subordinating conjunction.

COMMON SUBORDINATING CONJUNCTIONS
because
while
when
after
since

if
although

Example: Because it was low on oil, the old car chugged down the street.

COMPOUND-COMPLEX SENTENCE

A compound-complex sentence contains two or more independent clauses and at least one dependent clause. It is a hybrid of the compound and complex structures.

Example: Because it was low on oil, the old car chugged down the street, and the new one sped past it.

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SENTENCE TYPE	CLAUSE STRUCTURE
Simple	One independent clause
Compound	Two or more independent clauses
Complex	One independent clause

	and at least one dependent clause
Compound-Complex	Two or more independent clauses and at least one dependent clause

COMPLEX SENTENCE

Contains one independent clause and at least one dependent clause. A dependent clause begins with a subordinating conjunction (like because, while, when, after, since, if).

Example: Because it was low on oil, the old car chugged down the street.

4. Compound-Complex Sentence

It contains two or more independent clauses and at least one dependent clause. It's a hybrid of the compound and complex structures.

Example: Because it was low on oil, the old car chugged down the street, and the new one sped past it.

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THE PHRASE

A phrase is one of the fundamental building blocks of any sentence. It is a group of two or more words that function as a single unit, typically has fewer words than a clause, but unlike a clause, does not contain a subject and a verb pair.

Each phrase is similar to an Idea Unit and usually contains only one Idea Unit. “Very quickly” is a phrase.

THE CLAUSE

"A clause is a group of words that includes a subject (a noun or pronoun) and a predicate, which contains a verb and describes the subject's action, condition, or state of being.

Two types of clauses exist: independent and dependent. An independent clause can stand alone as a complete sentence. A dependent clause cannot because it doesn't express a complete thought and must always be attached to an independent clause to add details or ensure the sentence makes sense.

Every sentence that contains two independent clauses must join both with a semicolon, or with a comma followed by a coordinating conjunction. The seven coordinating conjunctions are: for, and, nor, but, or, yet, so. Their first letters form the acronym “fanboys”.

In "Because it was raining, we stayed inside", "Because it was raining" is the subordinate clause; “we stayed inside” is the independent clause.

A simple sentence has only one independent clause.

A sentence can start with an independent clause or with a dependent clause.

When the first clause in a sentence is dependent, insert a comma to link it to the independent clause, as in "Because ideas fascinate her, she decided to study philosophy."

A clause can contain one or more Idea Units. Though a clause must contain a subject and a verb, an Idea Unit doesn’t need to. It can be only one word, only a subject, only a verb, or a combination of different grammatical components in a sentence.

TWO INDEPENDENT CLAUSES SIX IDEA UNITS
1) In any event,
they had little surplus energy
for such unproductive behavior;
2) slowing and threatening

was a much more efficient way
of asserting their points of view.

THE SUBJECT

The “subject” of a clause is the noun, pronoun, or noun phrase that the sentence is about. Though the subject is usually the part of a sentence that acts, sometimes the sentence describes either the subject or an action that is done to the subject. In the sentence "The idea works," the subject is "the idea" (a noun). The predicate is the verb “works.” The sentence “The idea works” is an independent clause and also one Idea Unit.

THE PREDICATE

The “predicate” is the part of a sentence or clause that contains a verb and states something about the subject. In “John went home”, the verb “went” and the noun “home” form the predicate. A predicate always contains a verb and includes all words that complete the verb's action or describe the subject within that clause.

In a sentence, the subject tells who or what the sentence is about. The predicate tells what the subject does or what is being said about the subject. The predicate provides crucial information about what's happening or being said, giving context and detail to the subject.

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48. Word Order

Correctly ordered words sound like music.

Each word modifies the preceding and subsequent words.

The order of words, phrases, clauses, sentences, and paragraphs is crucial because it determines the meaning of every two or more words. It establishes importance and increases readability, comprehension, and impact. An effective message is a series of words said or written in the correct order to ensure that everyone who hears or reads it will quickly and easily understand it without needing to ask a question.

One way to order any sentence's words, phrases, clauses, sentences, or paragraphs is always the best. After composing any sentence, rephrase it in at least one new way or in as many different ways as you can think of. Most variations will be longer or shorter than the original. If you want to be concise, and the shortest version works, use it.

Shuffling, scrambling, flipping, or modifying the order of a sentence's words in some other way takes time, but it lets you see different versions and choose the best one.

In the 1920s, Henry Luce, the founder of "TIME" magazine, shook the literary world by inverting the order of certain words in certain sentences. "One of the major factors in the success of TIME magazine was the voice" its founders gave it (Encyclopedia.com).

In TIME magazine, Lance Morrow explained that Luce and Hadden, two classmates out of Hotchkiss and Yale, "succeeded because they understood" that "history may be complicated, as life is complicated, but" that "the business of storytelling is simple. Their new smart aleck—distinctive, sophomoric, self-assured voice—thrived. Luce said, the magazine's voice had three modes: Everything in TIME should be either titillating, epic, or super-curtly factual". At times, the magazine's brave novel style might

have been overdone. In a parody of TIME published in the "New Yorker" in 1936, Wolcott Gibbs wrote: "Backward ran sentences until reeled the mind".

Benjamin Franklin's most famous quote, "Early to bed, early to rise, makes you healthy, wealthy, and wise," is one of the most well-known quotes. And it is a perfect example of the inverted word order—the order whose goal is to say or write the most important word or words, the ones that produce the greatest consequences, and sooner, first. Expressed using the standard word order, Benjamin Franklin's most famous quote would say, "Go to bed early to get up early. But Benjamin Franklin crafted a special way to start that sentence by first writing "Early", because "Early" is the most important word in that message.

49. Order Actions Logically and Chronologically

Always write actions or events in "logic" and "chronologic" order. State which action came first, second, third, and so on. Use "logic", and "chronologic", not "logical" or "chronological". The "al" at the end is wordy, thus unneeded and best deleted.

One example of saying or writing a sentence's two parts in chronologic order is: "Using my intelligence, I solved the problem", because no one can first solve a problem, then use their intelligence. Everyone must first use their intelligence to solve a problem. Saying or writing "using my intelligence" at the end of the sentence sounds like an afterthought or a tag. The unchronologic, thus backward, and wrong order to state that is, "I solved the

problem using my intelligence". It is also unchronologic to write, "He entered politics after the war". The chronologic way to write, "After the war, he entered politics".

The more often you stop, think about, and check your sentences to make sure you wrote each action or event in logical and in chronologic order, the more sensitive you'll become to differentiate the order in which events took place. Though sometimes anyone can do some things in an illogic or unchronologic order, and sometimes people do so, everyone is typically subject to certain time constraints or deadlines. Anytime you describe something that took place, write an accurate description of each thing a person did, in the order they did those things. Deciding that a suspect is guilty before they are proven guilty is a classic example of doing things in a backward, ignorant, irrational, and unfair order.

ORDER A SENTENCE'S PARTS
1 - not shaving
2 - saves me
3 - ~~about~~ 15 minutes ("about" is unneeded)
4 - ~~in the morning~~ (is unneeded)

The correct order of the above sentence's parts is: "Not shaving saves me 15 minutes".

"About" complicates "15 minutes"—delete "about". Everyone shaves "in the morning" is obvious—delete "in the morning".

50. Order Words and Idea Units Based on Importance

Write a sentence's words and ideas
in order of importance
to help those whom you're informing
hear or read
the most important word first,
the second most important word second,
and so on.

The word or words at the start of a sentence get the most attention. The last word or words impact more and are more likely to be remembered.

Always describe events "chronologicly"—from older to newer, unless you need to describe them from the newer to the older. (*I wrote "chronologicly"—without the "al"—to use the least letters.*)

Always alphabetically order a thing's characteristics. For example, if a thing gets bigger, start with "small", go to "medium", "large", "larger", then "largest". But, if a thing gets smaller, go from largest, to large, to medium, to small, to microscopic.

Unless something got bigger, then smaller, then larger, never go from less to more, then back to less. Never zig-zag—unless you want to convey *disorder*.

Make sure that all the elements in a series are all nouns, all adjectives, all verbs, or all adverbs. Do not mix types of elements. Say: Houses, cars, pets, friends, money, airplanes, food, vacations (not travel). Say big, tall, fat, skinny. Say walking, talking, running, eating. Say, suddenly, quickly, slowly, smoothly, gently, nicely (not nice).

Always state the cause before the effect. Write the cause and then its effect. It's also correct and often best to start a cause-and-effect type sentence with "Because", state the cause, then the consequence(s). As in, "Because A happened, B happened", or "A caused B to happen". Stating "B happened because of A" is unchronologic and backward.

START WITH THE FIRST TERM
Small to large
Less important to more important
None, to few, to some, to many, to most, to every or all
Small to medium, to large, to larger, to largest
What took place first to what took place second
Close to near to far
Cause to the effect, to results, or consequences
Easy, to challenging, to difficult, to impossible
Worse to bad, to not as bad, to better, to best
The rule to the exception
Known to new

Known to unknown
Common to rare
Simple to complex
Older to newer

51. The Last Word Usually Impacts Most and Echoes

Though most people probably believe a sentence's first word or words produce the greatest impact, usually, a sentence's last word or words produce the greatest impact.

William Strunk, Jr. wrote in "*The Elements of Style*", one of the most-read books on how to write, that the last word in a sentence is "the most prominent" (1918). Marcia Riefer Johnston says, "To strengthen your sentences, paragraphs, and entire compositions, put the information you want to be more "prominent . . . at the end" (2013). When you're ready to make The Big Point, when you've come to the main thing you want people to remember or the action you want them to take, when you've reached the climax of your argument, when your most potent word has worked its way down to your fingertips and is practically bursting, you can bold it, all-cap it, or italicize it—but put it here", at the end.

Dr. Bryan Garner, the author of "Garner's Modern English Usage" (5th Edition, 2022) says, "Put the punch word in a sentence at the end". Read sentences aloud,

“exaggerating the last word in each sentence. If the sentence sounds awkward or foolish, or if it seems to trail off and end on a trivial note, recast the sentence.”

Nonetheless, whether a sentence’s first or last words will produce the greatest impact depends on the speaking or writing situation.

●●●●●●●●●●●●●●

CLAUSES

THE FOLLOWING IS A COPY OF WHAT WAS UP IN THE separate each sentence into its Idea Units and write them one below the other, now I need to see if I only write it under this section or write a different paragraphs under this section, or what I do.

CLAUSE

"A clause is a group of words that includes a subject (a noun or pronoun) and a predicate, which contains a verb and describes the subject's action, condition, or state of being.

Two types of clauses exist: independent and dependent. An independent clause can stand alone as a complete sentence. A dependent clause cannot because it doesn't express a complete thought and must always be attached to an independent clause to add details or ensure the sentence makes sense.

Every sentence that contains two independent clauses must join both with a semicolon, or with a comma followed by a coordinating conjunction. The seven coordinating conjunctions are: for, and, nor, but, or, yet, so. Their first letters form the acronym “fanboys”.

In "Because it was raining, we stayed inside", "Because it was raining" is the subordinate clause; “we stayed inside” is the independent clause.

A sentence can start with an independent clause or with a dependent clause.

Each clause contains one or more Idea Units.

Though a clause must contain a subject and a verb, Idea Units need not. An Idea Unit can be only one word, only a subject, only a verb, or a combination of the different parts of a sentence.

52. Clause Order

A sentence’s first word, words, or clause always frames the sentence and determines how the listener or the reader will interpret all the following words or ideas in that sentence and in much of the rest of the text.

••••••••••••••••••••••••••••••••••

CLAUSE ORDER

Clause order is as crucial. Each clause must have a noun and a predicate (a word that says something about

the noun). And each clause usually includes a word that connects the noun and the predicate, as in "The car is beautiful". That sentence's core message is "car beautiful".

To discover and verify the correct order to write two or more clauses in, write each of a sentence's clauses on a separate line. If changing their order makes them work better, change it. For example, when a sentence has three clauses, reorder them in the following six orders: 1-2-3 • 1-3-2 • 2-1-3 • 2-3-1 • 3-1-2 • 3-2-1. Compare them and use the sentence whose clauses are in the order you prefer.

53. Flip Sentence's Parts

"I turn sentences around. That's my life. I write a sentence, then turn it around. Then I look at it, and turn it around again". — Philip Roth

To best understand what you want a spoken or written sentence to express, reword it to express the opposite.

To decide which clause order or part is best in a sentence, change the order of its clauses or other parts. For example:

1) Attention is the first thing individuals give or deny.
2) The first thing individuals give or deny
   is their attention.

Is it better to have the most important word in that sentence, the word "attention", at the beginning or the end?

Each writer must choose how to order the words in each sentence to achieve his or her goals. Rearrange a sentence's words to see the differences and select the most effective order.

To understand each word and each part of a sentence, flip the order of its clauses or Idea Units. For example, flip "That is true" to "True that is", and use the order that works best in a specific speaking or writing situation.

54. Rephrase Sentences

The power of words is far greater than most people know. One way to better grasp the extent of their power is by deleting or changing one or more words in any phrase or sentence, or adding them.

Certain words or phrases can have a profound influence on anyone who is exposed to them or who exposes themselves to them. When the media repeatedly disseminates a word, phrase, or slogan, it has a profound influence on everyone. Stating just one word can produce a big positive or negative change in an individual, or when widely disseminated, in society. Have you ever started to use a specific word and noticed that it changed things? To varying degrees, each word is "magical" and "hypnotizes".

In the 1960s, each idea the Beatles sang deeply influenced everyone. Their lyrics sounded so innocent, but worked like mantras that made people feel and think about certain things in specific ways, and that made everyone act the way we did back then. The lyrics and the music of the countless songs by innumerable other talented musicians and singers the radio stations played,

along with the movie, television, and book titles, as well as the headlines and articles in a myriad of newspapers and magazines, sculpt reality and steer the masses. Nonetheless, few individuals realize that the purpose of the media is to steer them.

Nike's slogan is "Just Do It". Presidential candidate Barack Obama's slogan was "CHANGE". President Trump's slogans are "Make America Great Again" and "America is Back". Examples of slogans are practically endless.

The words "Fresh", "Healthy", "Low Fat", "New and Improved", and the most attention-getting, emotion-triggering, and hypnotic word: "Free" are a few examples of words companies print on food packages to get people to buy them. Generic white or other color packages with a few simple black letters never sell as effectively as the customized packages.

ORIGINAL	REWORDED
All you need is love	Love is all you need
Brevity is the soul of wit	Speak and Write Concisely
Clothes make the person	Dress for success
Every problem has a solution	To sell a solution, some invent a problem
I can't do it	I can do it
It's done as you believe	You usually get what you expect
Life is not a dress rehearsal	Life is what you make it
Mind your own business	Live and let live

The glass is half empty	The glass is half full
Think before you speak	The fish dies by the mouth
Think twice	Think critically
Trial and error	Test the idea

55. One-Word Sentences

36 ONE-WORD SENTENCES			
Absolutely	Alright	Begin	Breathe
Careful	Catch	Certainly	Come
Definitely	Eat	Exactly	Fine
Go	Goodbye	Hardly	Hello
Help	Listen	No	Now
Okay	Probably	Read	Really
Relax	Rest	Run	Sit
Sorry	Stand	Start	Stop
Stretch	Thanks	Write	Yes

The shortest sentence in English is “I am.” The most used word in the world is “Okay.” The 36 words above, and a few others express a complete thought and are considered a complete sentence. The following website lists 3,000 common adverbs and many adverb and verb pairs.

https://7esl.com/list-of-adverbs/

The same way the adjective works correctly when placed before the noun, as in “big house”, saying or writing the adverb before the verb impacts more and usually works best.

“When you catch an adjective, kill it” (Mark Twain).

56. Perfect Each Sentence

Each of the English language’s 26 letters is perfect, and each one is a work of art. Writing is a science, a skill, an art—and like the arts, music, and mathematics, it applies a set of processes that always work.

Composing a sentence is like inventing, designing, constructing, testing, and perfecting a new machine.

In your first draft, don’t strive to write perfect sentences. When any idea or sentence is on the tip of your tongue, say it and write it.

To compose a good sentence, write its words “in any order”. Words are a sentence’s building blocks for you to move till you find their perfect place. Seeing each of a sentence’s words listed one above the other in one column (as subtitle number 7 illustrates) will help you easily order and reorder each word in a sentence into its most effective order.

Perfect sentences are concise. Though every sentence has a “perfect version”, perfecting a sentence takes time, and few people can invest time to perfect a sentence. To perfect sentences, practice.

The first words and sentences in anything you write are crucial because they hook the reader or turn the reader off. They create a frame around which the reader will interpret all the subsequent statements. Framing works the way when someone likes someone, they treat them nicely, and that tells others that the person is good, and gets them to also treat that person well.

57. Vary Sentence Length

Readers understand the shortest sentences the first time they hear or read them. To inform fastest, use the shortest sentences, and in each paragraph write short, medium, and longer sentences.

If you come across a sentence that expresses more than one idea, divide it into two or more sentences or write the second idea in another sentence.

58. Perfect Sentence Order

To more fully understand what you are thinking and writing, and best differentiate between each of a sentence’s components, do “line by line editing”. Open an 8.5 x 11-inch “landscape” document. Specify (vertical) double-spacing. Write each sentence one below the other, or paste in text. At the end of each sentence, to further separate a sentence, hit the return key “twice”. Or go to: Format > Paragraph > Spacing > After > 6 pt., to

specify the amount of space between lines—in this case, sentences.

65. The Inverted Pyramid

The first sentence in any paper is the most important because it is the first. The first paragraph is also crucial because it must "hook" your readers. Never write all the details at the start. To keep motivating everyone to keep listening or reading your paper, provide details little by little, and mention only the most important details.

Because most people read only the beginning of a newspaper's article or other publication, The Inverted Pyramid is the time-tested standard for writing any article for publication. Write the most important information—the Five Ws: who, what, when, where, and why— in the first paragraph. Then write the sentences that contain the most important information, followed by the sentences that contain the least important information.

Some writers believe the first word makes the greatest impact. Other writers believe the last word always makes the greatest impact. Which word or words achieve the greatest impact depends on the situation.

At the end of every chapter in a book or section in a paper, it's best to recap, thus summarize, that part's core points. Dale Carnegie is famous for doing that in his overnight best-selling, now classic, self-help book, "How to Win Friends and Influence People" (1937).

PARAGRAPHS

62. Paragraph Order

Short paragraphs are easier to read.

Order every word, clause, sentence, paragraph, and page perfectly, so your readers can go seamlessly from one idea to the next.

To help make your writing flow, at the end of each paragraph, write something that leads into the next paragraph. At the beginning of that paragraph, write something that connects it with the preceding paragraph.

Move each sentence that's not in its correct paragraph to the paragraph where it works best.

To detect the sentences that are not in their best place, study each word in each sentence and ask yourself: "What is this sentence working to say? And, "How is each word in it helping or not helping express that?"

Because all the information in a preceding paragraph is crucial to understand the information in the subsequent paragraph, move each paragraph into its optimum place.

Because when anyone reads text on a computer's screen, the brain does not let him or her see every error, print every page of the paper you're writing, proofread all the text on the pages you printed, and with a pen write proofreader's marks to indicate each edit you make. Make those same edits on the file that is on our computer. Then, to track which edits you also made on the computer's file, on the printed page, use a different color pen to cross out the edits you made on the computer file.

Another alternative editing way to edit is to email yourself some text and edit that emailed text because editing text in a different environment lets you see errors you couldn't see before.

Nonetheless, the most error-proof way to edit text might be by creating and pasting text into a 3-inch-wide, 11-inch deep document with 1/8 inch (0.125-inch) margins.

63. Optimize Paragraph Order

FIX ORDER OF ALL THE TEXT IN THESE ROWS: In your paper on a computer's screen, move every paragraph to its correct place
In an MSW file, cut and paste all the paragraphs into a blank page or pages
Print that page or those pages
With scissors, cut each printed paper between each paragraph and place the strips on a table
Using your thumb and index finger, one after the other, pick up each paper strip that contains a paragraph and insert it in its correct place on the paper whose strips you are ordering or reordering

With Scotch tape, join each paragraph to its preceding and its subsequent, paragraph

64. Give Each Group of Related Paragraphs a Short Distinct Subtitle

A subtitle states the topic of a specific group of paragraphs. APA and MLA each have their own guidelines for titles, subtitles, and different levels of importance. Subtitles are a tremendous help organizing the contents of your paper, but you can submit it with or without subtitles.

The best way to capitalize a title or subtitle is by pasting it into the TitleCaseConverter.com website's interface.

Though some longer titles (like "They Shoot Horses, Don't They?") have attracted millions of movie-goers, it's usually best to give a paper, article, book, movie, or other work the shortest and simplest title. But to differentiate a title from so many that are often about the same topic, you must always give your work an "original" title.

A recent trend is to use only one word as a title. However, whatever its title, a good book or other work is only as good as its substance. Though the title of Dale Carnegie's book, "How to Win Friends and Influence People," is long, it became a bestseller almost overnight. However, it took him 20 years of teaching his discoveries to write his extremely helpful book, compose its title, and publish it. Among the many excellent tips in his book, he says that to get someone to like you, you need to first

unmistakably show that person that “you truly like them”. When I feel that someone truly likes me, I automatically truly like them and feel connected to them.

To submit your paper with subtitles, format them in MLA or APA Style. Or, if you only used the subtitles to find your way around your paper, delete every subtitle before you submit it.

72. Capitalize Titles in TitleCaseConverter.com

Though it's best to know the rules of capitalization, at no cost, TitleCaseConverter.com instantly and expertly capitalizes any title in the writing style you select. To see why it did or did not capitalize a specific word, click the “Show Explanations” option.

Title case is a capitalization style for the titles of books, movies, songs, plays, and other works. It capitalizes all major words and uses lowercase for minor words, articles (a, an, the), coordinating conjunctions (and, or, but), and (short) prepositions (in, on, for, up). In newspaper, essay, and blog headlines, title case is also called headline style. “Lord of the Flies” and all the subtitles in this book you are reading are examples of title case.

Capitalizing titles correctly is a challenge because many words can be used to achieve different grammatical goals. For instance, in “Lay It All on Me, “on” is a preposition and must be lowercase. But in “On Again, Off Again,” “On” is used as an adjective and is capitalized. In “I Could Go On Singing”, “On” is capitalized because it is used as an adverb.

When the word "others" refers to a group or category of people, or if it's part of a proper noun, capitalize it. For example, capitalize "Other cultures" or "The Others", because there, “Others” refers to a specific group. But in "We need to consider other options," do not capitalize “other”—make it all lowercase.

55. Write Daily

SOONER THAN YOU EXPECT, YOU’LL BE WRITING AS EFFORTLESSLY, AS QUICKLY, AND AS WELL AS YOU SPEAK

Writing helps everyone think more clearly, precisely, faster, and better, and gives them the opportunity to change words to perfect an idea to get the most out of it. It always helps anyone make sense of everything they feel, think, and do or discover each day.

Talking, reading, and writing let us apply our intelligence, our ability to perceive, our memory, and other faculties.

People who write daily think better and live better. Writing daily is the most reliable way to improve your comprehension, thinking, reasoning, and writing skills

(articulation, composition, editing, rewording, and rewriting), as well as your outlook, expectations, and life.

When you write daily, you maximize a "momentum" that helps you become fully conscious, get to know yourself better, understand people, life, and society better, and write better each time you write.

WRITE DAILY TO TEACH YOURSELF MORE WORDS AND HOW TO USE THEM

Seeing that writing daily I wrote better each day proved that writing daily always helped me write better. That let me foresee that the day I would be able to articulate and write exactly what I was feeling and thinking, and exactly how I wanted to write it was approaching.

That day came today, years before I expected it to. I feel like I'm dreaming. My new power is also letting me come up with more new ideas every day. When you don't write daily, the opposite happens—you stop writing better and thinking better.

Writing daily will get you writing so much better each day that sometimes, a sentence you wrote days ago will look so inferior you'll feel compelled to immediately upgrade it.

"Life is a series of choices". The difference between how you feel when you perform the actions in the table below and how you feel when you do not is like the difference between day and night. If you don't do them, you will not write acceptably, you will not think exceptionally, you will live in mediocre ways, and could slide into a downward spiral. It's astonishing how

differently people live. Some people live so much better than others. How much some people have deformed their bodies, even their faces, overeating and not exercising, and how regrettably they live is shocking.

Writing and psychotherapy are two proven ways to experience catharsis. They help individuals identify, vent, and release negative emotions they may be unknowingly suppressing or repressing.

53. Nonetheless, Sometimes It's Okay to Be Wordy

Though it's usually best to be concise, because wordy expressions are fun to say and hear, in some situations it's perfectly fine or best to be wordy, such as at a party or other casual event or situation. Wordy expressions are also fun to read, write, hear in songs, sing, or hear in a radio or television show or movie. Sometimes, a long or fancy word or a wordy expression is the perfect one to use. The wordy way to say things is often more melodic and musical.

After studying the tremendous advantages of expressing oneself concisely, I came to see the benefits of "repeating" certain ideas by restating an idea using different words to ensure that the listener or reader understands them.

However, when conducting business or in serious, high-stakes, and time-sensitive situations, it's usually best to be concise, quickly make the point, and avoid repeating anything.

54. Reword or Rephrase and Repeat a Crucial Statement

Sometimes, to make sure a listener or a reader fully comprehends an idea, you'll need to reword or rephrase a statement or express an idea in two different ways. Alternatively, surprise everyone by saying the opposite. Or first express an idea formally, then informally, or vice versa.

56. Use Little Rhetoric

Rhetoric is the art of persuasive talking and writing using figures of speech and other compositional techniques. Saying or writing the same idea or message in a different way creates variety, reinforces the idea, and

makes it far more likely that people will understand what you said or wrote.

57. Use a Speech-to-Text App to Transcribe Audio-recorded Words

You can also use a speech-to-text app to transcribe the words you or someone audio-recorded. Open Gmail on your desktop or laptop. In the Edit menu, select "Start Dictation" and play the voice recording from your mobile device into the Voice In Speech-to-Text app for it to transcribe each word in Gmail or Google Docs.

Download the free *Voice In* speech-to-text app into *Google Chrome*.
On your desktop computer or laptop, open *Google Chrome*
Open *Gmail* and click "Compose"
Insert the cursor in the email you will write
In *Chrome's* Edit menu, select "Start Dictation"
Hold your mobile device near the computer's microphone
Play the voice recording from your mobile device into the computer's microphone for the *Voice In* speech-to-text app to transcribe it

Michel Montaigne, Voltaire, John Milton, Adolf Hitler, Winston Churchill, Agatha Christie, and other authors dictated some of their books to a human assistant. I dictate many of my ideas to my Voice In speech-to-text app in Gmail and email them to myself.

59. Internalize "The Bedford Handbook" and the Book "Word Smart"

"The Bedford Handbook", written by Diana Hacker and published by St. Martin's Press, is a free PDF you can download from the Web, and one of the best academic and formal writing guides and references. It explains English grammar, composition, citation, and textual analysis, includes excellent sample texts and essays, and explains how to format text in the MLA, APA, and Chicago citation styles.

Another book you will be glad you read and internalized, and the one that will help you master words, is "Word Smart".

https://www.amazon.com/Word-Smart-6th-Students-Vocabulary/dp/1524710717

60. Telegraphic Writing is Overly Concise

Around 1837, Samuel F. B. Morse created Morse Code. He did not invent the telegraph. Seven years later, he created the "telegraphic writing style"—it's choppy and overly concise, but it works. Orville Wright telegraphed the following to his brother, Wilbur, from Kitty Hawk, North Carolina, on December 17, 1903:

"Success four flights thursday morning all against twenty one mile wind started from Level with engine power alone average speed through air thirty one miles longest 57 seconds inform Press home Christmas. Orevelle Wright 525P"

THINK AGAIN, EDIT, REWORD, REORDER

73. Edit, Edit, Edit

Rewriting is the essence of writing—professional writers rewrite their sentences over and over, then they rewrite what they rewrote. — William Zinsser

Editing and rewording are as much fun and as rewarding as writing, but they take more time because

you must scrutinize the text to eliminate every ambiguity or flaw so everyone can easily understand everything you wrote and not need to ask you a question. When you talk in person, people can ask you a question. But your readers are not in front of you and cannot ask you a question.

It's funny but also puzzling how (to a point), each time you edit, you see errors you didn't see before.

Editing is mostly rewording, rephrasing, and rewriting, and those actions give us tremendous pleasure because they let us correct and perfect sentences.

Use *Google's Gemini AI* to help you spot your writing errors and instantly suggest ways to correct them, so you can choose the edits you want to make.

PRINT 6 PAGES PER SHEET

Microsoft Word lets you print anywhere from 1 to 8 pages per/sheet. To see a bird's-eye view of your paper and see ways to improve its subtitles and other elements, print "6 pages" on each sheet.

74. Edit in a 3-Inch Wide Document to See Previously Undetectable Errors

Editing text in a 3-inch-wide page you create in Microsoft Word or another word processing program lets you see errors and ways to better compose your statements that you could not or did not see in a wider page.

Editing in a 3-Inch Wide Document: A way to edit that involves pasting text into a 3-inch-wide document to

help you see errors and better ways to compose your phrases that you could not or did not see in a wider page.

Create a document that is only 3 inches wide, and give it a 0.125-inch margin on each side. Paste in the text and edit it.

Another alternative editing method is to email yourself a block of text and edit that email's text. Seeing the text as an email will let you see ways to improve it that you could not see in any other format.

75. Use a Text-to-Speech App

To listen to and better understand, edit, and reword anything, use a text-to-speech app such as Microsoft Word's text-to-speech feature, or cut and paste text into it. Click Edit > Speech > Start Speaking. It'll say what you pasted in or typed.

To have Siri narrate text, paste it or type it into Google Translate and hit the "play" icon (the logo of an electric speaker) for Siri to narrate it. Many brands of text-to-speech apps are available.

76. Read Aloud What You Wrote, to Yourself

"Sound and rhythm should go into everything you write."
— William Zinsser

Read aloud what you wrote to "hear how your words sound", because that's how they'll sound to the readers. When you read your paper aloud, you hear the errors you did not see (William Zinsser).

The other way to "hear" what you wrote is to ask a friend to read a part of your paper, and take turns reading a few sentences.

The third way to "hear" what you wrote is to paste your text into Google Translate and have Siri read it to you.

77. Read What You Wrote, to a Friend

Your paper only comes fully alive when you read it to someone. Find a friend who will want to listen to you read part of your paper to them and read other parts to you so both of you can "hear" any errors in your paper and you can correct them.

No one knows why, but reading text on a computer screen does not let people see every writing error their paper contains. Said differently: Computer screens make certain writing errors not visible.

To see the writing errors you could not see on your computer's screen, print your paper, edit it, and reword it. Then, on your computer's file, make the corrections you saw on the printed paper.

60. Strike Through ~~or Give~~ Each Uninformative Word

~~a Background Color~~

A STRUCK-THROUGH WORD
IS UNIGNORABLE

Unneeded words are useless because they take up time and space but do not inform. To make each "uninformative" word in a sentence stand out, strike it through. To "strike through" means to draw a line across it. The words after the colon are struck-through: ~~Peter Piper picked a peck of pickled peppers~~.

In Microsoft Word on a **Mac**, the **strikethrough** button is located on the Home tab, to the right of the Bold, Italic, and Underline icons. The button has an "ab" with a line through it. Select the word to strike through and press Control+Shift+X. On PCs, press Ctrl+D or Alt+H+4.

To make an uninformative word stand out more, also give it a colored background. The following is an example of each effect: ~~two words~~ (struck through), three highlighted words (highlighted), and ~~four struck through words~~ (struck through and highlighted).

65. The Inverted Pyramid

The first sentence in any paper is the most important because it is the first. The first paragraph is also crucial because it must "hook" your readers. Never write all the details at the start. To keep motivating everyone to keep listening or reading your paper, provide details little by little, and mention only the most important details.

Because most people read only the beginning of a newspaper's article or other publication, The Inverted Pyramid is the time-tested standard for writing any article for publication. Write the most important information—the Five Ws: who, what, when, where, and why— in the first paragraph. Then write the sentences that contain the most important information, followed by the sentences that contain the least important information.

Some writers believe the first word makes the greatest impact. Other writers believe the last word always makes the greatest impact. Which word or words achieve the greatest impact depends on the situation.

At the end of every chapter in a book or section in a paper, it's best to recap, thus summarize, that part's core points. Dale Carnegie is famous for doing that in his overnight best-selling, now classic, self-help book, "How to Win Friends and Influence People" (1937).

70. Reorder Paragraphs or Text In PowerPoint

To more effectively order paragraphs, sentences, clauses, phrases, or individual words, write or paste each of those things into a separate *PowerPoint* slide and reorder them in *Slide Sorter*.

70. The Standard Word Order

STANDARD	INVERTED
Don't ask what your country can do for you	Ask not what your country can do for you
He might be smoking	Smoking, he might be
I am here; I'm here	Here I am
I could be mistaken	Mistaken I could be
I didn't comprehend it	Comprehend it, I don't
I don't know what it is	What it is, I don't know
I got hit	Hit I got

I have said enough	Nough said
I love pizza	Pizza l love
I never eat animals	Animals, I never eat
Don't ask what your country can do for you	Ask not what your country can do for you
He might be smoking	Smoking, he might be
I am here; I'm here	Here I am
I could be mistaken	Mistaken I could be
I didn't comprehend it	Comprehend it, I don't
I don't know what it is	What it is, I don't know
I got hit	Hit I got
I have said enough	Nough said
I love pizza	Pizza l love
I never eat animals	Animals, I never eat

The subject is the person, place, concept, or thing the sentence is about. The verb is the action, the movement. The object is the noun or pronoun the verb acts upon. The Standard Word Order, formally called the Subject-Verb-Object order (SVO), states the subject first, the verb second, and the object third. In the table below,

the subject (such as “I ”) is in italics, the verbs are underlined, and the object is in plain letters.

English and about 45% of all other languages use the Subject-Verb-Object word order (SVO), as in “I like pizza. “Pizza I like”, which puts the most important thing first, in that case, pizza.

THE INVERTED WORD ORDER (AI ok)

“How happened it that ”— Thomas Paine (1794)

Express the most important word or words before the details.

To inform fast, the word order invert.

First state the most important word or words in a sentence.

Poems often use the Inverted Word Order.

However, when you write a formal paper, do not invert the word order. Only invert it when you’re talking informally or playing and need to urgently express the most important word or words in a sentence or short message first.

The Inverted Word Order (IWO) reverses the traditional Subject-Verb-Object (SVO) order by placing the most important word—which could be the object, an adjective, an adverb, or even a verb—at the beginning of the sentence to emphasize the most important and most consequential word. Sometimes the word that your safety or your life depends on. As in "Smoking, at any time, anyone might be”, as opposed to the standard word order: "At any time, anyone might be smoking".

The Inverted Word Order is formally called a “Hyperbaton” or an “Anastrophe” (a turnaround).

“Star Wars” character Yoda spoke in the Inverted Word Order. “The way Yoda ordered” the words in his “sentences sounds . . . riddle-like and adds to his

mystique" (Adrienne LaFrance). Yoda brought the Inverted Word Order into the public arena by saying things like "A great teacher, error is", "Truly wonderful, the mind of a child is", "Patience you must have", "Death is a natural part of life".

INVERT THE WORD ORDER
Look at each word in a sentence
See how it's words interact
Identify that sentence's most consequential word and make it bold
Move it to the beginning of that sentence
If needed, change, add, or delete words

"Rejoice for those around you who transform into the Force. Mourn them do not. Miss them do not. Attachment leads to jealousy". "The shadow of greed that is", "Do or not do, there is no try", "Luminous beings we are, not this crude matter".

George Lucas, who created Star Wars, said: "I had to come up with a language that was alien but understandable". So, I had Yoda reverse every sentence he said. We designed his language to make it easier for the viewers to grasp, like, and remember his words.

https://www.youtube.com/watch?v=Epos28KBE1o

Some Standard Word Order sentences tend to sound as if the speaker or writer were delaying stating the point. The more I grasp how helpful it is to write each sentence's most important and most consequential word or words at the beginning of a sentence, the more I imagine I see three dots between the sentence's most important word or words and that sentence's details, as in: "That is . . . true" is the standard word order. The inverted word order says "True that is". Even better, simply say "True."

In the left column above, the subjects are italicized, the verbs are underlined, and the objects are in plain letters. In the right column, the first word is the most important.

STANDARD	INVERTED
It is bad	Bad it is
It is cold	Cold it is
It is here	Here it is
It is hot	Hot it is
It is not simple	Simple it (ain't; isn't)
It is settled	Settled it is
It is snowing	Snowing it is
She is cute	Cute she is
That is odd	Odd it is
That is perfect	Perfect
That is true	True
That was strange	Strange
That would be funny	Funny that would be
They are fast	Fast they are

Time flies	Time flies
You do not need to	Don't

"Time flies" is one of the few sentences that only contain a subject and a verb, and where both words are equally important. Inverting the order of its words does not work.

The only way to know what the inverted version of a phrase or sentence whose words have been inverted will sound or look like is to invert them. If the inverted way informs faster and is understandable, use it.

Parataxis and elliptic sentences also prove that each time you invert the order of the words in a sentence, the brain instantly correctly fills in every unstated needed word or words, or does whatever else it can to make statements that initially seem to make no sense, make sense.

For example, when I tell myself or you a phrase I radically inverted, like: "Be it could, what?" (an inverted and playful way of asking the common question: "What could it be?"), our brains instantly tell us that it means "What could it be?" Scrambling the word order of "What could it be?" also helps anyone understand that sentence's components better, and appreciate how perfect that expression's standard and usual order is.

A funny way to modify “What should I do now?” is to say, “What me do now?”. It’s interesting that the expression “What I do now?” Sounds as if the person was asking what they did wrong. One extreme but interesting word order inversion is “New day, it is a”.

Every inversion of the word order—even if it is not worth using—helps you grasp how crucial and advantageous the correct word order is.

Though anyone who inverts the order of a statement or sentence usually does that to communicate better or faster, the way any words are inverted might or might not violate the rules of grammar.

Certain statements or sentences articulated and expressed in the Inverted Word Order always surprise everyone, get twice the attention, are often easier to grasp, and more effective.

Inverting a statement’s or a sentence’s word order is also a way to play with words. Every so often I like to play it, especially when on its own, a part of me automatically inverts the order of some statements I think of saying. It seems that because my brain seems to know the most effective and fastest way to inform, it gets me to say the most important word in a sentence “first”. For example, I just thought that doing something I knew was incorrect was “out of character”, I said “out of character”, to myself. Then added, “that would be”. I didn’t initially tell myself: “That would be out of character”.

It's also crucial to express things in chronologic order, thus in the sequence they occur or occurred. For example, the sentence, “We improve step-by-step”, is chronologically backward, thus false, because only after

taking the required steps can a person improve. Thus, the correct chronologic order is “Step-by-step we improve”.

Sometimes, only saying the core word of a statement or sentence suffices. Instead of saying, “It’s time for you to (or 'I think you should') go”, only say, “Go”, and you will be perfectly understood. Or, instead of saying, “Please stop doing that”, anyone can only say, “Stop”. Instead of saying, “That was perfect”, anyone can say, “Perfect”. In some situations, it’s best to only say “No”, not “I think not”. “No” is faster, a one-syllable word, not three words and three syllables.

Keenly aware of the advantages of using the Inverted Word Order, some researchers find—and you might also start to agree—that in some situations, inverting the word order is best because it usually lets the person state the point first, thus fastest.

Though the Inverted Word Order almost always “sounds” backward, it’s never backward and often also chronologic. Another example is “It <u>is</u> fun”, which is expressed in the Standard Word Order, the Subject-Verb-Order (SVO). But in the Inverted Word Order, the Verb-Subject-Order, it becomes “Fun <u>it</u> is”.

Sometimes we say “How” before expressing the point, as in “How strange”, instead of saying “It <u>is</u> strange”. Sometimes, only saying or writing the sentence’s most consequential word—its point, as in “Strange” or “Good”, suffices. People don’t always say, “<u>IT IS</u> (or it’s) time to get up!”. Sometimes they simply say: “Time to get up!” or only “Get up!” They don’t say, “IT (or THAT) (IS; WAS) perfect”. They say, “Perfect”, one word. (Unneeded words are in ALL CAPS. <u>Verbs</u> are underlined.)

“They smell” is in the Standard Word Order. But “Smell they do” is in the Inverted Word Order. Both ways inform. "They smell" has one less word (“do”) and one less beat, informs fastest, and is a rare situation when the Inverted Word Order takes a little longer than when the sentence is said or written in the Standard Word Order. The Inverted Word Order almost always informs fastest.

When a person makes a statement in the Inverted Word Order, the receiver immediately inverts the statement back to the Standard Word Order (Subject-Verb-Object) to make sure they understand it. That makes the receiver aware of the same statement in the Standard Word Order.

[END]

PLAY WORD GAMES TO WRITE BETTER

Play the "Ask AI to Make a Part of Speech Bold"

Create a new MSW document. Paste into your AI's dialogue box the text you want AI to analyze. For example, ask AI to make all the **nouns** in that text **bold**. Copy the text with all the nouns made bold. Paste it into the document you created at the start. Give that document a name like "AI Made All the Nouns Bold".

Repeat the process for other part of speech, such as for the pronouns, adjectives, verbs, adverbs, conjunctions, etc.

58. Invert the Word Order

To play this game, invert the order of any statement or sentence. Doing so will help you internalize how crucial

word order is, and it will give you opportunities to have fun inverting the order of any statement sentence.

99. To Make a Sentence Funny, Substitute a Word

"How to Lose Friends and Influence No One" is one funny way to change or substitute words in a sentence to make it funny. In its case, the original words are the title of a famous book by Dale Carnegie, "How to Win Friends and Influence People". I changed "Win" to "Lose" (its opposite). And I changed "People" to "No One". I hope you like it.

Anytime anyone substitutes one or more words in any sentence, it helps those who hear or read the modified sentence grasp the original meaning much better.

To play the To Make a Sentence Funny, Substitute a Word game, study a phrase you that looks like a good candidate to be made funny, and replace one word in it. If it works, great! Then see if substituting another word in that sentence will also work.

The groups of words that are most suitable to be turned into a funny phrase or sentence are the most well-known ones. A simple random example that will give you a better idea of how this funny version of The Word Substitution Game (which only substitutes any word for any effect) works, might be substituting the word "be", the pivotal word in Shakespeare's famous quote "To be or not to be, that is the question". You could replace that keyword with let's say . . . the word "sit" and transform that famous quote into "To sit or not to sit, that is the

question". Or you could replace the word "be" with the word "eat". "To eat or not to eat, that is the question". Or you could use his famous quote as a springboard to a statement like, "The question is, what should I eat?". As you may be starting to see, *any word can be substituted anywhere*, and some word substitutions, like substituting the word "*Lose" for the word "Win",* can be sensational. A word's opposite is often great word to replace an original word with.

33. The Take Yourself Back to an Earlier Time Game

Its easy to fly back in time to experience some of the wonderful sensations you enjoyed back then. Select a year or a time. I love to remember the year when I did the 3rd grade in a private school in Rye, New York. The town's name always takes me back there. But one of this game's most fun parts is remembering the people, places, things, and the events that took place at a special place during a specific time in your life.

In Rye, the special people, places, and things were Richard Casey, my best friend. His sister Maura. Their Mom and Dad. Their sister Kathy. Their older brother Tom. Their neighbor, whose name I can't remember. Holly Lane. Loudon Woods. Resurrection School. Purchase Street, where I lived. The Metro-North train and the station. The Rye Library. The landlady and the landlord. The slippers he bought me. My falling into a frozen pond but just as quickly getting out of it. That was the first very big surprise in my life, and scary. Our wooden clubhouse. The expansive living room and game room in our friend's

house. The only conflict I experienced in that town, one with some other boys, and which I resolved bravely and admirably. Main Street. Singing on stage solo in a Christmas show. My aunt and uncle, and on a different day, my other uncle, visiting us. This game helps me remember the wonderful identity I had when I was a boy, and live it today.

39. Find the Unneeded Words Game

It's shocking how often people say or write unneeded words. This game hones your ability to identify and avoid them.

Look at any text, listen to anyone speak, or listen to any recording of someone speaking, and write a list of the words or expressions your "Wordiness Alarm" warns you are unneeded.

"Obvious" means that everyone knows it. If a word is unneeded because it's obvious, or if it's unnecessary because it's being repeated needlessly (redundant), mention it.

Sometimes, to make sure the person gets it, you need to repeat a word or idea.

33. Spot the Obvious Word or Idea

It's smart not to write unneeded or obvious words or repeat a word unnecessarily.

Look for words that state the obvious. When you find one, write why you believe it's obvious.

WHY OBVIOUS WORDS ARE UNNEEDED

The word states something everyone knows
The core idea is clearer without them
The word is being repeated or is redundant

We live surrounded by “wordiness” because we are all in the habit of speaking and writing using too many words, and some of us use more words more often. Among the regrettably immense quantity of unneeded words we all use each day, about one in two are unneeded. One in two! That’s 50%. Please tell your friends and loved ones. Many of those unneeded words or ideas are also obvious. Some also repeat words and ideas unwillingly and usually never realize they are redundant.

In the seemingly correctly articulated sentence, “I need to go to the ATM machine,” the word “machine” is obvious because the M in ATM stands for machine.

In the phrase "completely finished", COMPLETELY is obvious because a thing is either finished or has not been finished. Writing the word EITHER before the word “finished” is incorrect because (though most people would have done and keep doing that) it’s unneeded because it’s also obvious. Nonetheless, the phrase "almost finished" is correct. I was tempted to write “PERFECTLY okay”, but know not to.

Funny, but as I write, edit, and rewrite these paragraphs, I am feeling unusually “hyperconscious” about all the different types of unneeded words. I feel like I’m in an rare fun movie where I am “hyperaware” of how “anything” anyone says can be said concisely, or wordily. In this state I automatically intuitively know how to make

“any” expression wordy or concise. Surprisingly, even I, an advocate of always informing concisely find myself still STUCK in the “horribilis” habit of first thinking of saying most things wordily. But thanks to my “Wordiness Alarm”, which I keep expanding, I usually catch myself when speaking, writing, or editing.

The "hyperconscious" state I told you about is exactly what the game is meant to activate in “you”. That state is the voice of your internal editor growing strong, which is an indispensable tool every excellent writer needs.

If you would like to check out a few more examples:

In "added bonus," because every bonus is given on top of, thus added to something, the word ADDED is obvious. I was tempted to write “ELSE” after “added to something else”, but know not to.

In "the final outcome," because an outcome is inherently final, FINAL is obvious.

Saying a thing "is already implied" is wordy—thus incorrect—because “implied” says the action, the implying, happened (ALREADY happened).

Anything anyone says can be, and all too often is, made wordy by adding an unneeded word. The word ALL is unneeded, but we are all so used to using it before “often” that when we don’t hear or read it, it feels strange. SO is also unneeded, but since I see I wrote it, I left it in.

The type of redundancy where in the same phrase a word's meaning is contained within another word is called a “pleonasm”. Here are few examples:

Free gift: A gift is by definition free.

Past history: History is always in the past.

Unexpected surprise: A surprise is inherently unexpected.

PIN number: "PIN" is the acronym for "Personal Identification Number," so just ask, “What is your PIN?”

SIMILARLY (“similarly” is obvious), in the phrase “It happened at some point in the past,” “AT SOME POINT” and “IN THE PAST” are (to THOSE OF US who know better (“THOSE OF US” is obvious)) *obvious*. “Happened” states that the event took place in the past, which makes stating “IN THE PAST” an error. After—in the previous sitting—having written the word “both” before writing “AT SOME POINT” and “IN THE PAST”, I realized it was unneeded, so I deleted it. Worse, I could have easily written the word “ALSO” before the word *obvious*.

In the United States, only a handful of individuals or organizations have recognized how valuable it is to be concise—especially at work, how much money it saves, and how much more we will save when more people learn to communicate concisely.

However, no one has yet made up their mind to start helping large numbers of people speak and write

concisely. So right now we're still flooded by and almost drowning in ob•vi•ous words—plus all the other types of unneeded words. Though RIGHT NOW and STILL are obvious and redundant, thus unneeded, I wrote them for you to see that.

Keep an eye out for unneeded, obvious, or redundant words. They damage any sentence. AI makes not noticing or unintentionally leaving in an unneeded word *inexcusable*.

4. Find the Repeated Words or Ideas

22. Label the Basic Building Blocks of a Sentence Game

The five basic parts of speech are nouns, pronouns, adjectives, verbs, and adverbs. Coordinating conjunctions are also important because, though they are not

indispensable for a sentence to be complete, they connect those parts. Nouns

- Pronouns
- Verbs
- Adjectives
- Adverbs
- Prepositions
- Conjunctions (which include coordinating conjunctions)
- Interjections

FIX BASED ON WHAT AI ALREADY TOLD ME.

https://gemini.google.com/app/61b1bb41a6cbb395?is_sa=1&is_sa=1&android-min-version=301356232&ios-min-version=322.0&campaign_id=bkws&utm_source=sem&utm_source=google&utm_medium=paid-media&utm_medium=cpc&utm_campaign=bkws&utm_campaign=2024enUS_gemfeb&pt=9008&mt=8&ct=p-growth-sem-bkws&gclsrc=aw.ds&gad_source=1&gad_campaignid=20108148196&gclid=Cj0KCQjwyIPDBhDBARIsAHJyyVgQx-SXGATKiOpgR3zhOwxL9hVXcVV8Hz9aB4wSmnxb5mkMuHs7LZIaAqNREALw_wcB

To better understand these five basic building blocks of any sentence, paste one or more sentences into an AI interface and ask it to MAKE BOLD

Create a one page document. Paste—into the AI's dialogue box—the text you want AI to analyze. Ask AI to make all the nouns in that text **bold**. Copy the text with all the nouns made bold. Paste it into the document you

created at the start. Give that document a name like “all the nouns in bold”.

Repeat the process for pronouns, then for adjectives, then for verbs, then for adverbs, then for any of the seven conjunctions.

Then ask AI to give you a list all the nouns, then all the pronouns, then all the adjectives, then all the verbs, then all the adverbs. Then, if you like, paste the text into a blank document in *Microsoft Word* and highlight all the nouns in one color. Then, using a different color, highlight all ts of speech the AI listed for you. For example, find all the nouns the AI listed for you in the text and give them a green colored background. Then, on a new page, repeat the process for the verbs, and so on.

Nouns

Nouns are the people, places, things, or ideas in your sentence. They're often the "who" or "what" of the action.

Pronouns

Pronouns stand in for nouns to avoid repetition (like he, she, it, they).

Adjectives

Adjectives tell us more about nouns and pronouns.

Verbs

Verbs are the action words or states of being that tell us what the noun or pronoun is doing or experiencing.

Adverbs

Adverbs modify verbs, adjectives, or even other adverbs, to tell us how, when, where, or to what extent something is happening.

A different way to mark them is to:

Make each noun **bold**.
Make each ***pronoun*** bold and italicize it.
Make each **adjective** bold and underline it.
Underline each verb.
Underline and italicize each *adverb*.

I WILL INCLUDE:

The seven basic parts of speech:

1. ***Noun:*** *A word that represents a person, place, thing, or idea.*
    - *Example: The **dog** chased the **ball**.*
2. ***Pronoun:*** *A word that takes the place of a noun.*
    - *Example: **He** gave the book to **her**.*
3. ***Verb:*** *A word that describes an action, state, or occurrence.*
    - *Example: The bird **flew** away.*
4. ***Adjective:*** *A word that describes or modifies a noun or pronoun.*
    - *Example: The **happy** child found a **shiny** stone.*

5. ***Adverb:*** *A word that modifies a verb, an adjective, or another adverb. It often answers questions like "how," "when," "where," or "to what extent."*
    - *Example: She sang **beautifully**.*
6. ***Preposition:*** *A word that shows the relationship between a noun or pronoun and other words in a sentence. It often indicates location or time.*
    - *Example: The cat is **on** the table.*
7. ***Conjunction:*** *A word that connects words, phrases, or clauses.*
    - *Example: I like coffee **and** tea.*

73. The Word Order Game

Word order is crucial, it changes any statement's meaning. To better comprehend how word order works, its crucial role, and to familiarize yourself with common word ordering patterns, play the Word Order Game by changing the word order of any pair of words, statement, phrase, or sentence. The Word Order Game lets players experiment with word order, and see that any change they make will usually change a statement's or a message's meaning."

Rephrasing a Dictionary Definition of a Word in a Thought Provoking Way

Modifying the dictionary's definition of a word to make it seem factual but in reality preposterous and funny. JJJ

49. The Word or Phrase Definition Modification Game

Dictionaries define almost every word that is in use. This new word game helps anyone who wants to write to uncover truths, distort reality, or accomplish some other goal by spontaneously writing things they might be partially aware of, or know, but have not still not articulated clearly or completely. Do the above by "modifying" a dictionary's definition of a specific word, a famous quote, slogan, or other phrase in a witty, funny, or thought-provoking, but inoffensive way. Three examples:

Monday: The 24-hours that like a speed bump shock everyone and makes us feel as if life pushed us from the bliss of the weekend into the new work week.

Coffee: That dark, bitter powder made from coffee beans to which boiling water is added to sell each cup of that concocted addictive drink—which is 95% only hot water—at an exorbitant profit. Coffee is extremely popular mainly for its power to drug and seemingly magically turn pre-dawn grumpy zombies into barely thinking and functioning intoxicated human beings.

Silence: An extremely rare and often uncomfortable condition that occasionally occurs when in your home or some other place, every phone, television, computer, and other appliance is off. That condition can last from minutes to overnight, leaving individuals in the mind-boggling situation most people dread: Having to face their own thoughts and having no way to escape them.

The preceding definitions are fictitious. I modified them to help you appreciate the factual definitions, and also stimulate your imagination.

22. The Write a Sentence That Confuses

Everyone writes as best they know how to write. Skilled writers are specific, exact, and do not confuse. Bad writers are the opposite. To easily see the difference between those two ways to write, write a sentence correctly, then rewrite it to make it unspecific, vague, and confusing. That will help you know when what you are writing is clear or confusing.

55. Rewrite a Sentence Wordily

First write a sentence correctly, or paste in a correctly written sentence, then rewrite it to make it as wordy as you can.

74. The Alliteration Game

Alliteration is a powerful special effect two or more words that sound alike (such as *Dunkin' Donuts*) produce. Alliterations are fun to hear, say, or read. They create a mood, setting, and drama in writing, lyrics, literature, poetry, prose, advertising, marketing, slogans, product names, titles of works, and many other things.

Examples: Big benefit, scribble scrabble, abracadabra, "Peter Piper picked a peck of pickled peppers. How many pickled peppers did Peter Piper pick?", grazing in the grass, "I've been a puppet, a pauper, a pirate, a poet, a pawn and a king", peer pressure, bada-bing, tit-for-tat, pain point, and many others.

To the Alliteration Game, pick a word, find a word that sounds like it, then say it before and after the original word to see where it works best.

75. The Word Substitution Game

The first time I played this game I intuitively changed "Trial and Error" to "Trial and Success." An easy way and often fun way to play the Word Substitution Game is to simply change a word to its *opposite*. Such as changing "That was good!" to "That was bad!"

Any time you change a word, you modify or change the statement's message.

Experimentally, just to see what happens, also make some changes that do not conform to reality to a sentence, or that (you know) don't even make sense. But keep those experimental changes you make *secret*. Don't let anyone else see them because people like things they

are familiar with, and may not like or feel disturbed by something that is too unfamiliar.

Replacing just one word in a phrase will show you how powerful each word can be. You will see how big a difference the original word made compared to its replacement, and vice versa. Depending on the two words, the extent of the difference between using each of them will range from slight to immense.

75. The Synonym and Antonym Game

Another easy and fun way to master words is by selecting a word and writing all the synonyms you know of that word, then doing a Google search for other synonyms. Also write every antonym of that word you know, and do a Google search for other antonyms.

75. The Word Network Game

Select one word from, for example, a professional specialty, such as psychology, and come up with or search for other words that are part of the Psychology Word Network, such as dreams, subconscious, transference, emotions, reverse psychology, etc. Each field or specialty has its own word network.

73. The Identify and Highlight a Sentence's Core Message Game

Identify any sentence's core message, and make it stand out by making it bold, underlining it, or highlighting it with a colored background.

Open a file that contains a few sentences, paragraphs, a page, or a paper you wrote.

Identify each sentence's "core message" and yellow highlight it.

This game will help you get better at editing your sentences and making them concise.

198. The Clauses Game

Count how many clauses a sentence has. Determine whether each clause is “independent” or “dependent”. Determined if any two clauses are joined by a semicolon, a comma followed by a coordinating conjunction (and if so, which one), or by a subordinating conjunction—such as "because". Also ask yourself if it will be best to separate any two independent clauses into two sentences. Some sentences have only one clause.

72. The Sy•lla•bles Game

Paste in a paragraph you wrote, and write or type a hyphen to indicate where the first two syllables in that paragraph’s first word meet, as in “syl•la•bles”. Then, indicate where each two other syllables in that word meet. As this sen•tence il•lus•trates, con•tin•ue do•ing the same ac•tion at ev•ery junc•ture where any other two oth•er syl•la•bles meet.

99. *Sing Playfully* to Inform Best

Make life more beautiful!
Turn some words into a melody
and sing them to someone special
Also, say a word's or an expression's second syllable louder, and say its last syllable at a lower pitch,
as in "o-KAY-*ay*", or "I WI-*ill*".

Playfully singing a statement stimulates a different part of the singer's and the listener's brain, and gets the message across in one of the most effective ways to convey a message. The most effective way is by talking over a melody, like radio announcers and singers do. Anytime anyone speaks, they say each word in a specific tonality; but the most pleasant tonalities usually in some way "sing" the words. They are melodic.

For example, hearing "The ABC Song" helps anyone understand and more easily remember the alphabet's 26 letters. Another excellent example of a just one song among countless others is "Let's Forget About Tomorrow". Like every song, it conveys its message more effectively because the words are sung at a specific pitch, and the changes in pitch convey "other" messages that spoken words alone could never convey. By using different tones, every speaker delivers one or more messages other than the messages the words they say deliver.

It seems to me that some people who are very familiar with one another and like each other a lot seem to sometimes casually sing words or phrases to one

another, or at least give some words and expressions a much more noticeable intonation. Conversely, people who do not know each other are usually first serious and convey almost no emotion via their words or facial expressions.

86. Visually Differentiate Text

"Writing is visual"—it first catches the eyes.

— William Zinsser

Make only a few words or sentences in your text stand out. Emphasize them in any combination of the following four ways:

Italics
Bold
Underlined
ALL-CAPS

Use plain text or use one of the above options, or use some combination of one or more of those options, but use them sparingly. Never distract.

TO EMBED A FONT

In *Microsoft Word*'s menu, go to Preferences > Output and Sharing > Save > and click "Embed fonts in the file".

Words

89. Words Control Everyone AI ORDERED PARAGRAPHS:

Control Everyone (Reordered)

"Those who tell stories rule the world”.

— Hopi Indians

“A choice of words is a choice of worlds”.

— J. R. Andrews

“Some words and some looks deliver love”.

— Carlos Fabara

Without words, society could not function as well as it does. Communication would revert to the nonverbal methods used before people spoke, such as sounds, grunts, facial expressions, and body movements.

Every word a person is exposed to influences them, sometimes for a long time or even for their entire life. The instant you hear, read, or think of a specific word, it encourages you to continue in a certain direction or it makes you change it.

EMOTIONS

Opposite what most people believe, human beings act based much more on the emotions they feel at that moment, than on reason. Words activate emotions.

SOME WORDS THAT ACTIVATE EMOTIONS
sex
death
love
free

easy

Words related to sex (or that merely hint at sex) are among the most powerful. The words that arouse fear, such as killing, or death, are the second most powerful types of words.

President Donald J. Trump is the first U.S. president to publicly say expletives, including the "F" word. Karoline Leavitt, his Press Secretary, said, "I think one of the things the American people love about President Trump is that he often says what the people are thinking, but sometimes lack the courage to say themselves."

Words let you identify and express the specific sensations and emotions you're feeling and the reasons behind them. Daniel Goleman's must-read book, *Emotional Intelligence*, will help you understand what emotions are and how to manage them.

Because it's extremely common for any human being's emotions to overcome reason, and they almost always do, writing your thoughts is one of the most effective ways to identify the emotions you are feeling, and help you stop an emotion from controlling you and what you might do under its influence. Emotions can also blind us to the "reasons" why we should or shouldn't feel, think, or do something. Psychologists know that emotions typically override reason and make people do things they

will regret having done, such as attacking, injuring, or killing a human being while they were controlled by their emotions.

WORDS CAN CAUSE OR FIX PROBLEMS

Words might be the first things that created certain specific problems. They might also be the long-sought "root problem" that caused and continues to cause many of society's problems, plus (whoever said a problem-causing word) some of the many problems words produce for each one of us.

To solve any problem, first describe the problem in words, preferably write it. The best way to clarify a problem is to list each of its components. Then think of all the possible solutions to that problem, and assign a number to each potential solution. Then implement each solution and document the results in writing or in a short video. If a specific potential solution solved the problem, great! If not, try the next possible solution. In life, there's usually always a solution to any problem (as long as you are living). Nonetheless, Norman Vincent Peale is famous for saying that the only place no one has problems is in the cemetery. And that problems are gifts that let us grow.

Words also help us evaluate and judge and evaluate people, places, things, situations, ideas, and so many other things.

Write a list of each player in a situation, the role(s) they play, what it seems they are working to accomplish, and perhaps also any ulterior or hidden motives they might have. That list is like a list of a machine's parts.

Then write a list of each of a situation's details. That one will be more like a list of what the challenges and

opportunities might be or are, and how you plan to use all the things you wrote on both lists to do the correct, safest, wisest, and most beneficial things.

LYING

Might lies be society's "root" problem? Throughout history, people have also used and continue to use words to deceive, mislead, trick, take advantage of, and typically exploit or defraud others—in some cases, hundreds, thousands, millions, billions, or everyone in a nation or on the planet. In "The Book of Lies," M. Hirsch Goldberg wrote that each day, each person tells about 200 lies. He also instituted the celebration of "Honesty Day" every April 30th.

Jim Jones, the founder of the "Peoples Temple" religious cult, used words to recruit, indoctrinate, and control his followers. However, he then used words to convince over 900 members to relocate to Guyana, a small nation located on the northeastern tip of South America. There, he kept telling them that society was "horrific" and that everything was "hopeless". Then he talked them into voluntarily committing suicide by drinking *Kool-Aid* laced with poison. He also drank it and killed himself. It seems he came to believe his own lies.

The Unification Church invites mainly young people to events at their churches, which are, in reality, "indoctrination centers" where, isolated from their family and friends, the invitees are hit with mind control techniques that, with surprising speed and effectiveness, "brainwash" them. In "The Divine Principle", his extension and modified version of "The Bible", Reverend Sun Myung Moon, that church's founder, stated, "I am the second

Messiah". His followers believe him, submit to his teachings, worship him, and do strange things like fundraising for the church by presenting themselves to prospective donors at their homes, selling them products like peanut bars, and handing over the money to their team leaders to supposedly "return the wealth to God".

Mr. Moon died at the age of 92 in 2012. His religious cult's usual mass weddings of "interracial, international couples" began in the early 1960s. At the time, Moon married only a few dozen couples. But as the number of members grew, Moon declared that "Romantic love leads to sexual promiscuity, mismatched couples, and dysfunctional societies". In Washington, D.C., in 1997, he matched 30,000 couples and married them. If romantic love does not work, other than having parents select their son or daughter's mate, there seems to be no alternative to romance. According to Google AI, the modern concept of romantic love, as it's understood today, began to be developed in Europe during the 12th century.

All groups, organizations, and religions recruit, convince, hook, and hold on to their followers primarily by saying, publishing, convincing them to read, and by "repeating" a predetermined set of "words" that they know will, with astonishing efficiency, "hypnotize" their recruits, followers, members, and leaders, and put them and keep them in a trance that usually lasts all their life.

As brazenly, the leaders (and the employees) of a few corporations also take advantage of the public. One deadly way certain corporations do that is by "forcing" everyone in the United States—and in just about everywhere in the world—to inhale deadly secondhand cigarette smoke. Though on its website, the U.S. Center

for Disease Control (CDC) states that "No level of secondhand smoke is safe"—because it makes each person who smells cigarette smoke sicker than most victims realize, it also states that secondhand cigarette smoke (SHS) is *killing* "more than 42,000 adult nonsmokers and more than 390 infants every year"—yes, 42,000. That's about 115 people each day. Notwithstanding, the U.S. Government keeps letting cigarette manufacturers sell a product whose leaves contain "nicotine"—one of the most addictive substances, plus 7,000 harmful chemicals the cigarette manufacturers add to each cigarette, including appetite suppressants, a chemical that makes the heart pump much faster to make the smoker feel much more alive, mood-altering drugs that kill happiness, and thousands more. Some of those drugs are added to not let smokers quit.

However, the media does not disseminate those facts, and no one asks the cigarette manufacturers to disclose the names of those 7,000 chemicals. That lets the cigarette manufacturers continue to fool—especially the young—into smoking. Young people know little and don't know that on the Web anyone can find worlds of information about almost anything. They don't know how to find out things. And it seems they have no clue about how truly harmful cigarettes are.

Each lit cigarette injures the smoker mentally and physically and makes everyone who smells their smoke sicker each day. Each year, one out of every two smokers *who die* dies because they chose to start smoking and were unable to quit.

One basic correlation is that the products or services people least need are the most advertised.

Businesses print words on labels or mention them in advertisements to persuade customers to buy their products. Some of those words are: “fresh”, “top quality”, “superior quality”, “all natural”, “new and improved”, “low calorie”, “no MSG”, “non-GMO”, “no artificial ingredients”, and many others.

WORDS STEER INDIVIDUALS AND SOCIETY

How would the billions of people around the world be feeling, thinking, and acting, and what would society and your life be like if “The Iliad and The Odyssey”, “Aesop’s Fables”, “The Torah”, “The Bible”, “The Quran”, “The Prince”, “Don Quixote”, “Poor Richard’s Almanack”, “On the Origin of the Species”, “Das Kapital”, “The Jungle”, “The Kinsey Reports”, “How to Win Friends and Influence People”, “Harry Potter” and the countless other top circulating books had “not” been written?

The words in phrases, slogans, publications, television, movies, books, etc., control what everyone who reads or hears them thinks about—and, as importantly, "how” everyone thinks about each thing. Words also tell people what they should, must, or need to do, or what they should not do. They’re everywhere.

Because words establish reality, in many ways, people compete to be heard, and sometimes even fight to be heard.

People also interrupt others to stop them from talking so they can be the person who speaks, because it lets them control things, lead, and get their way.

Few realize that, knowingly or not, each individual continually selects and uses a specific set of words and phrases to create their “personal reality” and maintain it.

783. Words Are Levers

Words leave your mouth, travel as sound waves, penetrate another person's ears and brain.

MOVE: Words inform, comfort, heal, or injure—sometimes deeply, but do not kill.

Words help you do things, and are regularly used to get all types of individuals or groups of people to do things, sometimes *instantly!* Like money and muscle, words are tools anyone can use to do good or bad things.

Words let you articulate your thoughts. They let you clarify what you perceived, what you saw, heard, smelt, touched, tasted, or thought. They help you invent, write, share information, and tell stories. They allow you to vent your feelings and to complain. They let you criticize, advise, warn, threaten, frighten, or psychologically, thus mentally, attack or punish someone.

Words also let us comfort or entertain people and make them laugh. They let us thank people, make them feel good, and make them feel happy. They let you tell people that you like them or love them, or that you don't like something or someone.

Words also let everyone inform perfectly! Sometimes we inform others—or ourselves—spontaneously, sometimes after thinking, brainstorming, writing, editing, rewording, and perfecting sentences.

Like "STOP" signs, so many different words on all types of signs tell everyone exactly what to do or not do. Words are also basic to give instructions. In the 1970s, the "Five Man Electric Band" sang a song called "Signs". Its lyrics say: "Sign, sign, everywhere a sign. Blockin' out the

scenery, breakin' my mind. Do this, don't do that. Can't you read the sign?" I think that captures the essence of what words do. When radio stations play song lyrics, they become more powerful than most people imagine, because radios spread their words, phrases, and ideas like wildfire. Initially written to entertain, song lyrics always present a set of values that quickly wind up persuading millions or billions of people to feel, think, and act in specific ways. And—especially if the song was a hit when the person was a child or a teenager—they'll usually keep doing those things the way a song said all their life. To better grasp how powerful and consequential hit songs' lyrics are, ask yourself: How differently might I be feeling, thinking, and acting if I'd never heard a specific song's lyrics? For example, the Beatles' song lyrics profoundly influenced over two generations. The all-time number-one hit wonder is "Macarena". Its message was so simple: "Give your body happiness" ("*Dale a tu cuerpo alegría*").

Words and numbers let us imagine and visualize things, apply the scientific process, and write theories, hypotheses, predictions, and anything else.

Without words, numbers, and images, humanity might never have figured some things out. Words also help everyone *foresee* and figure out all the challenges as well as the opportunities that might lie ahead.

Because "You always get what you give", it's safer never to tell anyone that you do not like them. Respecting everyone and treating everyone well is the wisest and most beneficial policy. Think twice before saying, writing, or doing *anything*, because no one can retract a word they said or an action they executed.

The ultimate power of words might be that they allow each individual to make their life exactly what they want to make it. Few are aware of that power and of all their powers; most do not know the power of words and they themselves truly are.

338. Word Networks

NETWORK	WORDS
Baseball	Batter, bunt, first base, home plate, pitcher, shortstop, home run, strike
Food	bread, broccoli, eggs, pizza, potatoes, quinoa, rice, salt, spaghetti, tomatoes
Law	accused, attorney, crime, defendant, evidence, judged, jury, lawsuit, trial

Each word is part of a "network" of all the words that share a common characteristic. A word network or subnetwork can include all the words that sound like those words, rhyme with them, contain the same prefix, suffix, or affix, share the same root word, are one of that word's synonyms, or are similar in some other way.

There are thousands of word networks and word subnetworks. Each word typically belongs to more than one word network and many word subnetworks.

Each part of the world or region has its unique Local Vocabulary, which is a type of word network that contains all the words, phrases, idioms, and expressions the people who live in a specific town, city, or nation regularly use.

A specific vocabulary, such as the 1960s Vocabulary, encompasses a time period or other characteristic. In the 1960s, words like “groovy”, “psychedelic”, “dig”, “far out”, “it’s a blast”, “hot pants,” “bell bottom pants”, “miniskirt”, and others were extremely popular. They were, “It”. But people gradually stop using those words and started using different new words people keep coming up with.

Many factors influence the ways most people (as different as individuals are) feel, think, and act. And those ways change over time. At any time, depending on the location, most people feel, think, act, and express themselves in ways that can be very different from the way people do those key things in other locations.

Which words comprise the Local Vocabulary in your city, town, or nation? Which are part of the vocabulary everyone uses in the school you attend or attended. Which words are part of the vocabulary everyone uses where you work? Which words do you use with your friends, your boyfriend or your girlfriend, with your family, your parents, your siblings, or with your wife or husband? Which words do you say to yourself or only to yourself? Which words do you only say to individuals of your same gender—what we call talking “man to man”, or “woman to woman”, or “girl talk”? Which words are part of your family’s vocabulary? Which words are part of your profession’s vocabulary? Which words are part of your ethnicity’s or nationality’s vocabulary? Which words do you use with people in specific situations?

Sometimes, a single word can become the hub around which a relationship flourishes or collapses, or it can emerge as the newest thing in a relationship. To steer your relationships in a positive direction, use only or mainly use positive words.

Words are also central to sweetening your relationships. I've recently discovered that singing some words at home to my family create a much more fun, playful, and happy atmosphere. Words are magical, and singing them is _____? I can't think of the word. Perhaps divine?

The words a person uses when communicating with a specific individual or group can give them control over a situation and a relationship. Sometimes, it helps to inform someone that a particular word they use is detrimental, and why. Sometimes, some people will thank you for that. But sometimes, telling them something like that can bring an end to a relationship.

354. Connotations

Words have connotations—the ideas or feelings associated with each word. Connotations can be positive, neutral, or negative. For example, the words "aroma," "smell," and "stink" are synonyms of the word "odor". "Aroma" has a positive connotation. "Smell" can have a positive or a negative connotation. But "stink," says the smell is so bad it makes people want to run away.

To discover how a specific word affects you and others, isolate it. Then imagine what would happen if you or someone started or stopped using a specific word or phrase.

People boost a word's power by intonating, dramatizing, drawing, painting, or animating a word's letters or the things a word represents.

It's also a lot of fun to modify or invent words, replace them, or secretly give things or individuals a witty, revealing, or funny nickname. However, you should only tell the person what it is when you know they will be able to appreciate it and not freak out.

Each person is typically continuously and automatically, and knowingly or not, nonverbally (often by their facial expressions and body language) stating almost everything they're feeling and thinking.

Perhaps the first and most important nonverbal message each person sends to every other person is how close or how far they want each other person to be to them. Some expressions people sometimes say to accomplish that are "come here" or "get over here", or "go", "go away", "get away from me", or leave me alone.

Because each nonverbal message must be interpreted, its meaning can never be pinpointed by anyone other than the person who made it, and they might not even know they made it or what they really intended to say or said nonverbally. That makes it impossible to hold someone accountable for a nonverbal message they might have sent. That's why—sometimes—it's better to use words to tell others what you think. But other times—because no one can predict how anyone will react—it's often best to stay silent. "The closed mouth catches no flies", said Ben Franklin (though he might not have been the first).

Ignoring what someone says to you, not responding to someone who asks you a question, or not replying to an

email, letter, phone message, or other communication can sometimes be preferable to responding.

Anytime you're within talking distance from someone who appears to be a good person you'd like to connect with, say something positive to them, or ask them a question, preferably about them.

Whenever you interact with someone, it's best to compliment them by telling them something you like about them. It'll make them feel good, appreciate you, like you, and want to help you. It's also good to "literally" tell people that you like them (as in, "I like you"), appreciate them, or love them, and develop your ability to say things sweetly and lovingly. Sometimes, even by "singing" something to someone you know well or love. Those uncommon skills will make you irresistible and keep people coming back for more.

In 1788, 9 of the 13 states ratified the "Constitution of the United States". It contained 4,543 words, and its 27 amendments increased the total to 7,591 words. Its creators' brilliance, unprecedented ideas, and simplicity keep making possible the unmatched successes the United States and its people continue to achieve.

What would society and your life be like if that world-changing document had been phrased differently or had never been written?

For over 2,000 years, the most well-known words in "The Bible" and the many ideas its renowned words convey have profoundly influenced how billions of people around the world feel, think, and act. "The Bible's" words have stopped countless men and women from doing harmful, wicked, or evil actions, and have guided countless people to do good things they might otherwise

not have done. Why, despite all the wisdom all the religious books teach us, and as hard as the religious leaders work to advise and help people, some people continue committing crimes and doing other hurtful things. If religions and the government's laws did not exist, we would be in "the state of nature". The state where everyone is at war against everyone else. Where there is no right or wrong, no justice or injustice. Where everyone is in constant fear of violent death, and life is "solitary, poor, nasty, brutish, and short" (Thomas Hobbes).

The Bible's teachings and words are deeply embedded in Western culture. Its influence is seen in figures like Jesus Christ, the prophets who are said to have written it, the Virgin Mary, and the Devil, as well as core concepts like Heaven and Hell (two of the most well-known and most thought about places that might be fictitious, and which no one knows if they exist), sin, forgiveness, love, being perfect like God is said to know perfect, but also punishments, along with the renowned parables such as "The Good Samaritan", and "The Prodigal Son", plus The Golden Rule: Treat others the way you want them to treat you.

Modern views about "The Bible" continue to shift. A 2022 Gallup poll found that belief in "The Bible" as the literal word of God was at a record low of 1 in 5 Americans. That was a sharp drop from its peak of nearly 4 in 10 Americans in the 1980s. That same poll found that, for the first time, a then larger group of Americans (29%), believed "The Bible" was a book of "fables, legends, history, and moral rules, instead of containing (I suppose in at least some parts) the literal words of God.

67. Words That Cause Problems

Although the English language is inherently perfect and works surprisingly well, it contains a specific set of words and phrases that cause problems. Among them, 230 are uninformative, unneeded, useless, or obvious phrases or idioms, and 75 are “contranyms” (to make matters worse, also called “contronyms”). A contranym is a word that means more than one thing. The word “sanction” is a contranym. It means “to allow”, but it also means “to punish”. *Etymonline.com* says the word “sanction” came from the Latin word “sanctioned”, which was coined around 1560, and meant to give “legal approval”. However, 70 years later, in 1630, an unknown group somehow began to associate the word “sanction” with the meanings of “a penalty” or “a punishment”. That change should never have taken place, but it did, and it continues to confuse people. The word “ton” is also flawed because it should represent a specific amount of a resource, but it actually refers to several different amounts (look them up).

https://www.dailywritingtips.com/75-contronyms-words-with-contradictory-meanings/

WORDS ARE ENERGY

Depending on its meaning and connotations, each word emanates a specific type of energy and triggers specific emotions. For example, the word “love” emanates a loving energy and expresses the main thing everyone desperately needs and is always looking for. In contrast, the word “fool” emanates a foolish type of energy. Any word, or because any words we hear is fundamentally a

series of sounds, any even almost imperceivable, pleasant or unpleasant sound can affect anyone in different ways and sometimes bring about surprisingly big changes, often quickly, automatically, inevitably, or in all three ways.

We transmit spoken words through physical waves, from one person to another, or remotely, via radio waves that radios turn back into sound waves. When someone says a word, they send sound waves from their vocal cords that enter your ears and travel to your brain. When someone writes a word, light waves reflect off the page and carry the image of the letters to your eyes and ultimately to your brain.

Learning, thinking about, and using just one new positive word can improve your self-concept and even help you live better. Conversely, exposing yourself, or being voluntarily or involuntarily exposed to a negative word or image, can plummet your state, your self-concept, and cause other negative consequences.

The human brain contains approximately one billion brain cells, called neurons. Sometimes, when I hear or read a word that's special to me, it can take me back decades, activate many of my brain's neurons and neuron networks, and sometimes, for a few powerful seconds, make me feel that I'm back in those wonderful times.

To better grasp how words and memories are interconnected and networked, pick any year and write a list of the things you remember that took place that year. Focus on the first word from that year that comes to your mind, and you'll soon start remembering many other words, events, and ideas from that year.

Words are the essence and at the heart of every story. They let you verbalize or articulate and write the

things you imagine or that took place, so you publish books or make videos or movies and tell others the things you want to tell people. Not everyone wants to do that, but some of use do, very much so.

Though fundamentally, fiction is a series of lies interwoven with truths, and no fictitious character is a real human being, to some people, many fictitious characters are far more real, more popular, and more important than some of the flesh-and-blood human beings in their lives. Sometimes the fictitious character's actions, or the mere fact that they exist, can influence an individual as much or more than any real person. That results in many people, and more so young people, living in the main reality populated by real people, places, and things, but also living in a fictitious reality with fictitious characters, places, and things, and which, on some level, some part of those individuals truly believe exists.

Words are central for the invention, development, testing, design, production, and marketing of the ever-growing quantity, sophistication, and simplicity of the technological innovations that keep flooding the market and keep letting everyone do more things better, easier, faster, and more enjoyably.

Though some people say that "There's a word for each thing", and in 2010, Sol Steinmetz published the book "There Is a Word For It". However, perhaps naming each little different thing is unnecessary. For example, not every little thing or every nuance in the way humans think, feel, or act has been given a name. Nonetheless, humans will continue to coin names for the things they truly need to give a distinct name to. Oh! If you ever coin a word, please assign only one meaning to it.

90. The English Language Generates Some of the Greatest Advancements

Like every language, English contains and perpetuates a unique set of values, culture, and reality. English is one of the most practical, efficient, concise, economic, useful, powerful, and successful languages. It has facilitated countless life-changing inventions and improvements in a wide array of fields, and over 12 million patents. The Wright brothers' invention of the airplane is only one patent that changed everything.

English is also a spirit. "American Know-How", the American Way of Life, and the American reality have helped English speakers achieve amazing breakthroughs they might not have achieved using a different language.

In her first book, "Sin and Syntax: How to Write Wickedly Good Prose", Constance Hale says English is "economic, thrifty, and in the right hands, even elastic". For instance, the economic way to say "In what other way?" (17 letters) is "How else?" (8 letters). In her other book, "Wired Style: Principles of English Usage in the Digital Age", she advocates for flexibility and the personal voice, advises us to "screw the rules" when they limit authentic writing, and like Rudolf Flesch announced, to: "Write the way people talk". Don't insist on standard English. Use the vernacular (the dialect), especially (that?) of the world you're writing about".

Over 100 years ago, the German writer Jakob Grimm, who with his brother Wilhelm wrote "Grimm's Fairy Tales (Children's and Household Tales)", said that English has a "thrifty order exemplified in its most

economic expressions". Our marvelous language's exceptional qualities have made it the world's language.

The most concise language is Mandarin Chinese. The world's most spoken languages are English, Mandarin Chinese, and Spanish. John Kanagg of the British Council said 1.5 to 2 billion people are learning English. Around 30 million people are learning Chinese, and around 23 million are learning Spanish. The most used word worldwide in 2025 is "okay", and one of the most used expressions is, "I'm okay with (that)". Lately more Americans are saying "spot on". It comes from the early 1900s in England.

Ph.D. Rudolf Flesch wrote 13 books on reading and writing effectively, and was the leading proponent of "Plain English" (which he called "Plain Talk").

"Among his targets were 'Federalese (the language of bureaucrats), which sometimes includes 'gobbledygook', the language of meaninglessness. He said that tests on Government material furnished "objective evidence that the mass of Government writing is "incomprehensible", not only to the average American, known to read at the seventh-grade level (50% of all Americans only read below the sixth-grade level), but also to the better-educated Government employee.'' in the U.S., the "*Plain Writing Act of 2010"* even directs federal agencies to use plain language in documents written for the public.

In "The Art of Plain Talk", Dr. Flesch cited the following example of Federalese:

"Ultimate consumer means a person or group of persons, generally constituting a domestic household, who purchase eggs generally at the individual stores of retailers or purchase and receive deliveries of eggs at the place of abode of the individual or domestic household

from producers or retail route sellers and who use such eggs for their consumption as food", 58 words. Then simplified that overly long paragraph to: "Ultimate consumers are people who buy eggs to eat them", 9 words.

Applying the concision techniques I am teaching you in this book, I simplified Dr. Flesch's sentence to "Consumers buy things"—it's the core message, 3 words. A core message states the point, and often who or what did, is doing, or will do something.

Rudolf Flesch also wrote the book "Why Johnny Can't Read—And What You Can Do About It" (1955), created the Flesch Reading Ease Test, and co-created the widely used Flesch-Kincaid Readability Tests. He advocated using phonics rather than sight reading to help students sound out words, especially unfamiliar words.

Like all languages, English is a mindset and a spirit. Everyone in the United Kingdom, the United States, Canada, Ireland, Australia, and New Zealand speaks it, and each nation has its own unique variations of English.

English is also the official or co-official (majority or minority) language in 70 other nations, including Granada, Guyana, Jamaica, Nigeria, and India. In Bangladesh and 13 other nations, English is a working language in government or education, but is not recognized as the official or primary language. English contains 170,000 words and has the highest "Information Density Rate Per-Syllable."

I first thought English was somehow more conducive to progress, but China's surpassing the United States in many fields proves that the Chinese language is as conducive to progress.

91. Compound Words

Compound words are two or more words that combine to form a new single word or a phrase that acts like a single word (Grammarly.com).

There are three different types of compound words: open compound words with spaces between the words (ice cream), closed compound words with no spaces (firefighter), and hyphenated compound words, words with a hyphen between two or more words.

The meaning of a compound word differs from the words it's made of.

Compound words function as singular entities in grammar, with specific rules for pluralization and conjugation depending on their type (living rooms, not livings rooms).

Compound words are often confused with blended words (portmanteaus), but the two are very different. In compound words, each individual word generally remains unchanged. However, in blended words, only parts of each word are used.

For example, the word "internet" is a portmanteau combining the words "interconnected" and "network." If it were a compound word, it would be something like "interconnected network," with both words remaining whole.

The following are only a few examples of compound words, closed compound words, and hyphenated compound words:

OPEN COMPOUND WORDS		
add up to	ask around	ask out
blow up	blow up	break down
break into	break up	bring down
call back	call back	call off
car pool	catch up	cell phone
check in	clothes peg	coffee grain
come about	come in	common sense
count on	course work	cross out
dance hall	dining room	dinner plate
disc drive	do over	drop down
drop in	eat out	end up
energy bar	fall apart	fall back
full moon	hand towel	help desk
high school	hot dog	ice cream
ice cube	jumping jack	living room

CLOSED COMPOUND WORDS		
afternoon	airplane	airport
anybody	anymore	armchair
babysitter	backspace	barefoot
basketball	bathtub	bedroom
birthday	birthplace	blackboard
bookshelf	bookstore	brainstorm
breakfast	caveman	cheeseburger
chopstick	classroom	cowboy
crosswalk	daylight	desktop
dropdown	everybody	extracurricular
eyeball	eyebrow	eyeglasses
firefighter	football	friendship
gentleman	grandfather	haircut
hamburger	heartbeat	lifespan
moonlight	myself	pinpoint

HYPHENATED COMPOUND WORDS	
check-in	clean-cut
connect-the-dots	cost-effective
everyone-knows-that	ex-girlfriend
eye-opening	full-scale
free-for-all	fun-loving
good-looking	happy-go-lucky
hard-to-get	low-hanging
mind-altering	mother-in-law
must-read	old-fashioned
on-and-off	over-explaining
push-button	push-ups
re-elect	self-efficacy
self-imposed	short-term
sister-in-law	sit-ups
twenty-six	up-to-date

92. Hyphens

USE A HYPHEN WHEN
The pair of words form an adjective that comes before the noun, as in well-known felon, or first-class accommodations.
In “He drank one and two-thirds cans of soda”, the fraction, “two-thirds” acts as an adjective.

When the adjective pair comes after the noun, don’t write a hyphen. Such as in “His crimes are well known, and "His work is first class.”

Sometimes, hyphens are optional, as in “tone-of-voice” or “tone of voice” (Grammarly hyphenates it). “On the spot” does not have a hyphen; “Spot-on” does. “Get out now”, “secondhand”, “babysitter”, and certain other compound words do not have a space or a hyphen between their two words.

In most cases, hyphenate a compound adjective before the noun it modifies. As in “long-term solution”, “eye-opening experience”, or “Up-to-Date User’s Guide”. But not when placed after a noun, as in “hot dog” or “peanut butter”. The word “weekend” originated as “Week end,” evolved into “week-end,” and is now commonly spelled “weekend.”

Adverbs generally end in “ly”. Never hyphenate compounds that contain an adverb, whether it is attributive or predicative. Write “Carefully laid plans”, not “carefully-laid plans”, or “Concisely written”, not “Concisely-written”.

The best to place the adjective is usually before the noun. As in “old house”. Otherwise, it will sound like a tag or a statement made after the fact, backward and incorrect—as in “house old”, “truck big”, or “girl pretty”.

Nonetheless, sometimes, placing the adverb after the verb sounds better, as in "She walked slowly to the store." “Walked” is the verb, “slowly” is the adverb.

96. Words With Multiple Meanings

A “homonym” or “polysemous” word or phrase has two or more meanings. “Biweekly” and “bimonthly” are homonyms. However, assigning multiple meanings to one word tends to confuse and cause problems. “Biweekly” means every two weeks, but it also means two times a week. “Bimonthly” means every two months, but it also means twice a month. Don’t use either word. State: “every two weeks”, or “two times a week”, “every two months”, or “two times a month”.

A few other words have come to mean more than one thing. “Fluke” came to mean five different things. “The end parts of an anchor” (1560), a “flat fish”, a “flatworm” (1660), “one of the two fins on a whale’s tail” (1725), and the more common meaning, “an accidental stroke of luck, a chance hit, or a fortuitous consequence” (1857).

The only way to decipher what a contranym means is by examining the context in which it’s used. It is not possible to reform the English language. Some prestigious groups have tried but failed. All we can do is hope that in each situation, the context will reveal the meaning of a questionable word.

97. Fully Appreciate Each Person, Thing, Word, and Moment

Merriam-Webster.com's "*Time-Traveler*" section organizes words by the year they were first printed

The most effective way to fully appreciate anything is to pretend you lost it. The most effective way to appreciate being alive and each moment is by imagining you had died. "Count your blessings". The most effective way to appreciate words is by imagining they don't exist.

If, for example, some of the most basic words such as "no", "yes", "enter", "exit", "thank you", "your welcome", "excuse me", "always", "never", "stop", "go", "love", "hungry", "prevent", and others did not exist—life would be chaos. The number and the size of the problems, not being able to say or write words, and more so the most indispensable words, would cause the 7 billion people alive today to be in a colossal state. In that imagined situation, people could only communicate by making faces, gestures, and nonverbal sounds. And no society could function in the way it does now.

Only humans can communicate through spoken and written language, using words to understand one another perfectly and collaborate.

Animals feel emotions and think, but they can only communicate nonverbally. Dogs, for example, can only bark, bite, gesticulate, or physically fight one another. Insects like bees and ants, and animals like beavers, instinctively collaborate admirably.

What would your life be like if, like any animal, you could feel and think things, but couldn't say them?

98. Use Each New Word and Expression You Learn

"Our words create our identity."

"The limits of my language are the limits of my world". — Ludwig Wittgenstein

"You are your words". The biggest difference between people is their level of intelligence and the number of words they know and use. Some intelligent and well-educated people are very talkative, expect the best and show it, and make friends easily; others expect the worst and are quiet. Each time you start using a new word, you automatically add it to your *Personal Vocabulary*—the words that control more of your life than you may realize.

Compile your list
of the 10 words
you use most often.
In the coming weeks or months,
keep adding
a few more words
until you compile
your list of the
"*The 100 Words*
I Use Most Often".

Stop and realize that every individual regularly uses at least ten words. Though compiling a list of each of the words the people you talk with most—the members of your family, your best friends, your classmates, and your coworkers—might be unnecessary, write a list of at least one word each person you talk with often regularly uses.

For example, my Uncle uses the word “Okay” a lot. When he says hello to my Mother on the phone, in a sing-songy way, as if announcing an event, they both say “Hello, hello, hello”. Two phrases my Mother uses often are “I hope so” and “That’s good”. Many famous people also have a word or phrase they are or were known to use often.

Learning new words is one of the wisest, most beneficial, and least expensive activities you can do in your free time because it makes you smarter, more powerful, and helps you win negotiations.

The words and phrases anyone knows hold much of their knowledge and memories of what they have touched, seen, heard, smelled, tasted, or experienced in other ways.

Another way to improve your life is to start using specific, positive words and refrain from using negative words, except when necessary.

The more words you learn, the more different ways you can reword a statement to better express your thoughts to yourself and others. The more words you learn, the easier and faster you can tell yourself two, three, four, or more ways to articulate a statement. The more effective you are, the more people like you, the larger the number of people who appreciate listening to and reading what you wrote is, and the better you feel.

The more words you know, the more self-efficacious, confident, and happy you feel, and the better you think. Each word you know is like a tool you can use to think, as you learn more words you will be able to think better and avoid making bad decisions. How much can a bad decision cost you? How much can you benefit by making a good decision? Learn more words to live better.

Anytime you read a word you don't know in a book you own, write that word on the edge of the page where it's on, draw an equals sign and a question mark, as in, "iconoclast = ?" to remember to look up the word "iconoclast". It takes seconds to look up a word in the *Merriam-Webster Dictionary* app or elsewhere. "Get into the habit of using dictionaries" (William Zinsser). The *One Look* website < onelook.com > shows a list of many dictionaries that contain the definition of a specific word you are looking for. To find out where, when, and how a specific word originated and evolved, download the *Etymonline.com* app.

Say each new word and each new phrase you learn. Also write them—especially in your Journal and in the book you might have already started writing by only pretending to be writing it.

As you continue mastering words, anytime you think of one word for something, such as the word "change", your brain will automatically feed you all the synonyms for that word you have learned so you can choose the best one.

"Everybody is ignorant about different subjects".
— Will Rogers

"We are all very ignorant, but we don't all ignore the same things. — Albert Einstein

To a large extent, what a person knows about any topic depends on how many of its words they know. Learning the words esophagus, stomach, pancreas, liver, kidneys, gall bladder, small (thin and long) intestine, appendix, large (thick and short) intestine, sphincter, and anus will give you some insights into the fields of anatomy

and digestion, help you become more familiar with the organs in your body, and inspire you to learn more about the many things you can do to improve your health to live better and longer.

Each new word you learn and use increases your knowledge and helps you in countless ways, such as when doing business. People who live better live better because they know more things and have learned better ways from their family, not at school.

You live better today because, over the years, you've learned more words, phrases, facts, and better ways, and apply that knowledge.

To understand how much better it is to know more words and phrases, remember how you used to express yourself when you only knew half as many words and phrases as you now know, and compare it with how you feel, think, articulate, talk, and write today.

Knowing and using just one more special word or phrase will improve your life and let you express yourself more precisely, thoroughly, unequivocally, and admirably. It will let you describe things more accurately and do things you could not imagine you would be doing, but are doing in part or only because you learned that that new word or phrase existed and learned it.

Each new word or phrase you learn builds connections to the many neurons in your brain that store words and let you think better and faster.

Anytime an individual hears or reads a specific word, a part of their brain remembers every time they or someone else said or read it.

Just thinking a specific word or phrase or saying it to yourself can help you get going, perform a task better, or

stop doing something you need to stop doing. For example, the word “quit” helps smokers quit smoking. The word “dehabituate” helps people stop repeating a bad habit. The phrase “lose weight” gets people thinking about losing weight and doing things to lose it—"Out of sight, out of mind”, “In sight, in mind” (the words or things you see make you think of certain things and do them).

The phrases “stand erect” and “stand up straight” will help you sit or stand straight and make you instantly feel better. It made me sit straight right now.

How can anyone live not knowing and not endeavoring to learn more words? How did I live not knowing the words I have learned? Not knowing the words I’ve recently learned and not knowing the correct meaning of some words I thought I knew, I was underliving. Anyone who doesn’t keep learning words or doesn’t check to confirm that they know the “correct meaning” of some of the trickier words they know isn’t living as well as they could be. After you learn a new word, you might wonder how you lived without it.

An excellent way to get better at using a new word you learned is to use it in a sentence. That will let you see how it connects to or affects other words. Another way is to pick three new words and write a sentence that includes all three.

Though some new words initially sound awkward, the more you use them, the more familiar and pleasant they sound.

Like gravity, or like harvesting what you sow: “The more you write, the better you write” is also a mathematic law.

99. Use Words to Make You Feel THE WAY YOU WANT TO-Feel

I WANT TO FEEL
Good
Happy
Healthy
Liked, appreciated, and loved
Satisfied
Self-efficacious
Quick and graceful
Protected, safe, and at peace

Words exert a tremendous influence over each one of us. The words you heard or read today probably

influenced the way were and are feeling physically and mentally. That phenomenon lets anyone think of one or more words and have them help make that person feel the way they want to feel as soon as they expose themselves to a specific word.

To make yourself feel how you want to feel, write 10 words that describe how you feel right now. Then, write from 1 to 10 words that describe the way you want to feel. Each person, place, or thing you think of, see, hear, taste, touch, smell, or remember influences you. To "re-experience" how you felt at a specific time in your life, how you felt being with someone, or how you felt back when you were in a specific place, just remember how you felt at the time.

39. Write Anything—Even Nonsense

The more spontaneous, honest, and original the thoughts that come out from you, the better!

Write anything you feel like writing.
Be honest with yourself.
Write whatever comes out.

Anytime you feel like writing what seems like garbage, nonsense, or junk, just write it, because you can always edit and reword anything you wrote. Sometimes, as or after you write nonsense, a great idea might emerge.

Never censor yourself when you write because you can always delete any word or idea you wrote. Don't dilute, weaken, or soften what you write. Feeling afraid that someone who hears you say something or reads something you wrote will think it's foolish can stop anyone from saying or writing it.

If you think what you wrote or are writing will disturb some readers, and if that's not what you want to achieve, always remember that you can always change anything you wrote.

Though most people would not kill someone for having said, written, published, or in other ways disseminated an idea or criticism they did not like, some people have killed people for doing that. Each individual is a product of "all" their experiences and of each human interaction they have had. Those things make people feel, think, and act in different ways.

Sometimes your subconscious will warn you that someone might not like, or will hate something you say or wrote—and might even want to kill you.

People feel, think, and act differently. Unless you're certain it will be safe to show someone what you wrote, don't show it to that person. Prevent anyone from feeling offended when they hear or read something you said or wrote by first filtering, by carefully editing and rewording what you wrote in ways you're certain will not offend anyone. Because "The fish dies at the mouth", before you share with others what you said or wrote, first stop and think many times to make sure it will be safe to share that with a specific person.

100. Learn a Foreign Language and Use It Close to Daily

Learning a foreign language expands your horizons and possibilities, brings you into contact with different people and cultures, helps you appreciate diversity,

eliminates fear, and develops trust for people who are in some ways different than you.

Learning a foreign language helps you grow more easily empathize with others, be more tolerant, be less selfish, less prejudiced, and less biased. Learning a new language helps you gain a deeper understanding of grammar and improve your English language skills. An excellent foreign language, and in its case, a very old language to learn, is Latin.

If you are learning or know a foreign language, use *Google Translate* to translate a specific sentence to that foreign language or to English to understand more.

In our global economy, many people work with and have to communicate with coworkers and clients from diverse nationalities who speak a foreign language and are located in other nations. Every professional who knows, speaks, or writes more than one language has a tremendous economic advantage.

101. Freewriting and Writing Extemporaneously

Freewriting has no rules or constraints. It frees everyone from needing to write statements in logical order or have statements make sense.

Freewriting is the easiest and most effective way to warm up and start writing. It also encourages writers to disregard the rules of writing and allows anyone to write anything they want, the way they want to write it. That includes writing things out of sequence, and writing things that don't add up or even make sense.

Even when you're not freewriting, write anything you think might be "garbage"—because *you can always delete or reword anything*.

Freewriting also gives everyone total freedom to vent some of their deepest feelings, including those a person might be suppressing or repressing. Writing freely helps people see things they couldn't see before. For example, sometimes within, let's say, 100 words you wrote freewriting, you might write an idea you wouldn't have written otherwise.

Because the goal of freewriting is to warm up your entire writing apparatus—your brain, your eyes, your neck, your shoulder, your arm, your hand, and your fingers—freewriting gives everyone tremendous freedom.

When you freewrite, you are not even obligated to write "words". You can "draw" any type of line, or circles, squares, triangles, cones, cylinders, clouds, stick figures, dots, dashes—anything, and anywhere on the page and in any size until you're ready to draw letters, write a word, and write a statement.

And because freewriting's only requirement is that you write, after you make some marks with your pencil or pen on a paper, the words you start to write need not be connected to any word you wrote or will write. It doesn't matter! It's all up to you. So, write any word that pops into your head (but always remember that people are easily offended, so "When in doubt, leave it out." Don't show everything you write to everyone.

Freewriting is an art form. And anyone who creates a work of art is not obligated to meet anyone's expectations, including their own, because freewriting's

first expectation is to get people moving their pencils or pens on paper, and its second expectation is to have the person write a word.

Art can be "anything". It can be beautiful, ugly, sensible, sensical, nonsensical, or anything else. Art's impact is unpredictable. Any new work of art—be it a drawing, a painting, a book, a website, a movie, a design, a product, or anything else—might initially seem odd or controversial to people and fail, or, be deemed marvelous and become indispensable to millions of people and sell like hotcakes!

However, take into account that anyone can apologize for having said something and say that they "take back" a word or a statement they said, but no one can "undo" having said something to someone. No one can fully retract anything they said. What was said was said. "The fish dies through the mouth".

Time and a myriad of interactions older people have had teach them "how people truly are". Despite all the appearances to the contrary, in their core, human beings are animals, dangerous savages, and unpredictable. In "The Prince", Machiavelli wrote that men are "scoundrels" who often break bonds or contracts when it benefits them. Others say, "There are people, and there are animals". So, be extra-careful about what you say to another individual, and to whom you show what you wrote.

102. Initially Write to ~~Only~~ Please Yourself

William Zinsser wrote, "Writing is an act of ego" . . . believe in yourself and in your opinions". Keep asking yourself: Who am I writing for?

Keep telling yourself that you're writing what you are writing "for" yourself, to please yourself, and for people to read what you wrote to them. But don't show everything you write to everyone.

When you're alone, you might like to tell yourself what you "truly" think and feel about anything, any individual, or everyone. by saying it into the Voice In Speech-to-Text app in Gmail (but never tell others).

The beauty of writing is that in the same way each individual can choose what they think about and how they think about each thing, each individual can write anything about anything they want to write about and write it in any way they wish. Therefore, only write to please others when you have to or need to do so, such as when you write a school paper, memo, blog, newsletter, report, article, or book.

Carefully choose the people, places, things, and "words" you expose yourself to. Though each human being has the privilege and freedom to think what they want and interpret each thing the way they choose to, the people, things, and places each individual exposes themselves to often wind up having an immense and possibly also overpowering influence over how that individual feels, thinks, and acts.

Choose wisely which media (newspapers, magazines, books, YouTube videos, video games, radio or television programs, and movies) you expose yourself to. The fewer, the better.

William Zinsser said that everyone writes to please themselves and should relax and enjoy doing that. He calls that "writing for an audience of one," and doing that can help one write fearlessly. However, Robert Green says you

should not write just to please yourself, and that you should write to communicate with your audience. I think who you write for depends on the situation, and I think it's best to write to inform.

In the 1920s, H.L. Mencken revealed that he wrote for himself and didn't care what his readers thought about what he wrote. He must not have been afraid of being attacked by someone who didn't like something he wrote. Mencken was one of the most controversial journalists and one of the harshest critics of American life. He influenced U.S. fiction through the 1920s by publishing his funny but often combative, fearless opinions, especially his attacks on the middle class.

In 1919, he published "*The American Language*". It contained almost every American expression and idiom of the time, in 374 pages, including slang. His landmark book attracted instant attention and sold 1,500 copies in less than 2 years, making him the leading authority on the American language. In 1945 and 1948, he published supplements, raising the book's total number of pages to 482. He argued that American English was more colorful, vivid, and creative than its British counterpart. When the Allies discovered the concentration camps, he remained silent. In 1989, his diary revealed he strongly disliked Blacks and Jews.

Prolific author Robert Green says it's best not to write to please yourself, but to communicate.

103. Keep a Journal and a Thought Log

Writing is the heart of the scientific process. It lets us register, organize, and track each detail or change.

“We write to taste life twice, in the moment and in retrospect ”. — Anaïs Nin

As we live each moment and interact with other, we rarely realize how precious each moment and each person is. Though it’s impossible to write an account of every moment, write about the exceptional moments, to years later read what took place, partially relive it, and see how you wrote back then.

Writing allows you to capture, refine, and share your thoughts, and some thoughts lead to other, more fascinating thoughts. For maximum accuracy, handwrite, type, voice type, or audio record your account of the things that happen or that you do, and the emotions you feel—if possible, as things are happening, as you’re feeling an emotion, or as soon as you can register those words. The longer you wait to document an event, the more details and nuances you will have forgotten.

The easiest and most reliable way to record your most important thoughts and experiences is to describe them by talking into a speech-to-text app, or write, audio-record, or video-record the key facts or the most important things you’re experiencing *as they are happening*, or as they happened minutes ago.

If you write, you are a “writer”. If you’re writing a book, novel, or comic, or only pretending to be writing any of those things, include descriptions of some of the most interesting things you did, that you felt or saw, or that happened. Readers love having someone tell them things. Of course, fiction gives writers the freedom to invent events, characters, worlds, and anything else.

Writing daily for about five years has helped me improve my writing skills beyond what I ever dreamed

possible. Being able to write things exactly how I want to say them is one of the greatest pleasures. Today, about three or four months after I wrote the two preceding sentences, I am writing so much better, so much faster, and articulating every detail so smoothly I can hardly believe it. I'm "writing as easily as I speak", and using a speech-to-text app to do so.

If, after writing daily for some time, you fall in love with writing, you might find yourself writing about almost everything you do or that happens. But don't write about everything. Instead, articulate some things mentally, silently. And develop your ability to "figure out" some things mentally, silently. However, when what you need to figure out is complex, write at length about each element and each person in a situation, and what each person wants. The more details you write, the more accurate your thinking and your conclusions will be.

Along with drawings, photos, videos, and audio recordings, your *Journals*, *Thought Logs*, and *Error Logs* become *time capsules* that let you review and remember how differently you thought, spoke, and wrote. In time, you can read your journal entries and compare how you wrote to the way you will be writing when you read them in the future. One way to get better at making sentences concise is by rewording some of your journal entries

To track your best thoughts and the consequences a specific thought produced, keep a *Thought Log Section* in your *Journal*. To quickly access your written thoughts, email your journal entries to yourself. In the subject area, write a title, and include an access code, such as "TL1" for Thought Log or "J1" for Journal, after it.

104. Pretend You’re Writing a Book and Publish It For Fun

Pretending you’re writing a book is one of the most effective ways to teach yourself to write better. It lets you develop your ability to precisely express what you’re thinking and write your thoughts more effectively, and it gets you into the habit of articulating and composing the text of your ideas and opinions far better than if you wrote them to a few people or to yourself.

Every book broadens both the writer's and the reader's knowledge. It also gives the writer influence over others and makes the writer’s ideas practically immortal.

Pretending that you are writing a book gets you doing things you wouldn’t do otherwise. It encourages you to ask yourself new questions, and think each day about what you’ll be telling your readers, and figure out the best ways to articulate all that. Soon you’ll find yourself searching for the “exact” words and phrases that will let you express your ideas best. That will get you learning more words and loving it. And all those things will help you develop and perfect your "writer's voice", make you feel more important, boost your self-concept and confidence, and motivate you to read, research, and keep learning more and more and more.

Knowing that many people might read what you're writing will get you articulating your thoughts much better than if you didn’t need to do that. And doing that will become an extremely beneficial habit.

Your book's manuscript will be your canvas and your haven where you can write, articulate, assemble, and compile your thoughts and ideas perfectly.

William Zinsser clarified that good writing is about “being yourself”. Readers are drawn to a writer's unique personality, humanity, and individuality. To project those qualities, write in the “first person” using the pronoun "I." He also said that "Nothing animates writing as much as when a writer says what he or she really thinks, and says it their way."

Decide how you will address your readers—as a friend, reporter, storyteller, philosopher, teacher, or in some other way. Don't switch your writing style. If you write as an expert, don't start clowning around. If you write formally, don't start writing informally. If you write concisely, don't leave in anything you wrote wordily. It's normal to make those shifts in a first draft, but as you edit, look for any inconsistencies and fix them to match your audience.

Give your book a title and keep improving it. Authors typically change their book’s title many times before publishing it.

The ideas you compile in your book will grow like a snowball rolling down a hill. To track the marvelous ideas that only your writing a book, or just pretending to be writing, will generate, email them to yourself with a label like "to intro ©", or “JJJ”, or other code.

Write about anything you want. Say whatever you feel like saying, because you can always edit or delete anything you’re not certain you should publish. Remember to "When in doubt, keep it out."

Isaac Asimov (1920–1992) said, "Writing is fun. The more I write, the easier it gets." From 1939 to 1992, Asimov wrote and published over 40 novels, 383 short stories, 280 nonfiction books, and edited 147 others. He

completed his first 100 books in 20 years, the next 100 in 10 years, and his last 100 in 6 years.

The more you write, the faster you think and write. Your book is an extension of you. It's a great way to share what you know and think with large audiences. Depending on how you promote it and how many people buy it, your book can reach thousands, millions, or even billions of readers.

I started writing this book by playing, by pretending to be writing it. Its first version, "Communicate Concisely", consisted of approximately 20 letter-size sheets, folded in half, printed on both sides. Each sheet had 4 pages. I printed it and gave one copy to each of my English Composition 101 students and to some colleagues at Borough of Manhattan Community College (CUNY).

Little by little, one idea led to another, and I made sure to include each new helpful idea I kept getting into each new edition of my book.

The ideas in my books come to me one at a time, usually at the most unexpected times and places. I get many ideas while showering. To not risk forgetting an idea, I often had to force myself to stop what I was doing and made sure I wrote it somewhere.

In 2018, I started writing "Speak and Write Concisely" (2021), this book's first precursor. After compiling 7,000 concise alternatives to wordy expressions, I published a 300-page expanded version of it. My second book was "Write Talking". The Director of LaGuardia Community College's Writing Center was kind enough to accept it and make it available to every tutor and tutee.

Publishing and holding my first published book in my hands transformed me and my life. It proved I could do something I did not think I could do.

The joy I feel every time I write or edit, my healthy diet, the excellent bowel movements I plan and enjoy, and my showers (Hot followed by a cold one) put me in what I call The Perfect State (TPS), the state I keep getting better at getting into and staying in. Surprisingly, subsequent even better life choices and practices are taking me to even higher states.

Hey everyone! Writers no longer need to convince a publisher to publish their book. Amazon KDP lets you easily publish as little as one copy of your book. Just easily upload your manuscript's pages, its cover and back cover spread to the Amazon KDP's website.

Two other proven ways to improve your writing are to keep a journal, and also to pretend you're writing a "novel" in which "you" are the star, the protagonist. Sometimes, some of the things you do or that happen in your life are more fascinating than what happens to fictional characters and the astounding things they do. And your experiences are real.

"You get what you give." The types of words you say or write—be they formal, informal, long, short, complex, scientific, funny, or anything else—give you specific, clear advantages or disadvantages.

Right now, I am relishing the fact that since I started writing daily, about ten years ago, it has kept becoming clearer and unmistakable that I am in some type of movie, or some process, where the more I wrote, the better I wrote. Seeing that the process works every time, I keep writing, and each time I keep writing better.

If you can, each week, take one day off. Don’t turn your computer on or write by hand. Let your body and mind rest.

107. Regularly Remind Yourself to Sit or Stand Straight

INCREASE YOUR HEIGHT 2 TO 3 INCHES —STAND OR SIT STRAIGHT

Standing or sitting straight instantly increases your height by two to three inches, and it lets you feel, think, and work better.

The same way bending a hose prevents water from passing through, when you slouch you reduce how effectively the signals travel through your nerves.

Consciously or not, at each moment you choose to slouch or sit or stand erect.

The way you sit, stand, or walk are three habits. To change them you continually 'remember' to keep your spine erect. Looking straight ahead, keep your head back and up, push your chest out, pull your stomach in, and contract your two erector spinae muscles (one is on each side of your spine), and keep them contracted.

The ways you feel, think, and move are all interconnected. Each one influences the others.

To write well you need to feel good. When you sit erect, you feel better and write better than when you slouch.

107. Live As If You Had Already Accomplished a Specific Goal

Big news: An almost magical way exists to help you learn to consistently sit and stand straight. I believe I have discovered that one way to do that is by "*making believe" you have "already" been sitting and standing straight for about 30 days.*

The "Live As If " method gets your conscious mind to reprogram your subconscious mind. Vividly imagining that you *already* achieved a specific goal lets you bypass the usual step-by-step process and live in the reality you wanted to create.

Once you apply it and accept that you have, for example, already been walking straight for one month, slouching will feel foreign. It'll feel like something you'd never do, and make you stand and sit straight.

Another benefit of this technique is that it installs a mental alarm that sounds whenever you revert to the old behavior, to remind you of your goal.

Another way to help yourself do something is by writing a short, clear, concise "self-script" focused on achieving a specific goal. The more often you apply the script, the more you will ingrain it into your thinking and your behavior. Revise it as needed. Craft it to influence your internal dialogue and create a more positive and empowering mindset that will help you accomplish a specific, not easy-to-achieve goal.

[When You're Healthy] You Write Better

123. Perfect Health is *Automatic*

The quality of what a person writes is a direct consequence of how well they feel. Writing is a creative act. When one writes one gives a part of oneself to one's readers. When a person doesn't feel good, they don't "feel" like writing. And they are unable to think well enough to write, to create, to give. To feel good enough to create, in this case to write, you need to be in good health.

"Perfect health is automatic". It is the norm. It is the natural state. As long as you do not eat toxic foods or drink toxic drinks, smoke, or do some other action that harms you, everyone who is not physically or mentally challenged (as they say), is in "perfect health". Amazingly, every human being's body also perfectly regulates, and heals itself.

MOVE: However, Every human being also commits mistakes.

"To err is human". Our brains and our bodies are functionally and structurally what I call "humanly perfect", which means not 100% perfect, but "for all intents and purposes" perfect. The fact that every human being at times has committed an error—most likely many—confirms that even though every cell in every perfectly healthy human being's body and brain might be structurally and be functioning 100% perfect, their brain and their mind—which control everything a person does, every so often makes a mistake. Ask AI why people make mistakes. It knows.

It is common for each individual to once in a while commit an error. I would say everyone commits at least one error each day. That some individuals commit more errors than other people. And that certain individuals commit "more errors more often". The weakness seems to be how much useful facts each person knows. The strength seems to be experience and (when they've won some, wisdom. While we're exploring human error, it's exceedingly crucial to note that not every individual who commits an error realizes that they committed or are committing it. That makes understanding human errors even a bigger challenge.

Each cell in your body and in your brain is perfectly structured, as they were when you were born. Unless you ate, drank, or inhaled an intoxicant, every one of your trillions of cells continues to work perfectly. Only the imperfect or unhealthy cells in the bodies of individuals who were born with a physical or mental challenge, or who have made themselves sick by eating foods they must not eat, or did some other thing no one must do, do not work perfectly.

Nonstop, 24/7, your subconscious mind controls your body and your brain to ensure that each cell in your body always works perfectly, and if a group of cells or certain part of your body or brain is not working perfectly, those cells and that part of you will restore itself back to perfection. A feat that makes my jaw drop. How the body and the brain do that, only their Creator knows.

Each person's body is comprised of "trillions" of cells, and they allow each person to think and do everything perfectly and feel wonderful. It is correct to consider perfection the norm in Creation and Life.

However, some say that Creation and all living things are not perfect and only "good enough", meaning that they are good enough to work, survive, reproduce themselves and pass on their genes.

Older people's cells do not work as well as they did when they were young. The average age some people start to feel less energetic is said to be around 45. Testosterone levels in men and estrogen levels in women gradually decrease. That can lead to a decline in muscle mass, bone density, and overall energy.

A sick person can't feel happy. When a person is unhappy, they also cannot think clearly. To feel happy, a person has to be in good health, and the healthier a person is, the better they will think and write.

ONLY EAT FRESH, HEALTHY FOOD—OR FAST
"If humans made it, don't eat it." (Jack LaLanne)
Eat foods that let you digest and defecate perfectly
Only eat foods that you know are easy to digest
Never eat a food that made you sick
Only eat when you feel hungry
After you feel 85% full, stop eating
It is best to not combine a starch and a protein in the same meal

After eating a fruit, wait 1 hour to eat a different type of fruit, a vegetable, a starch, or a protein
After eating a starch, wait 2 hours to eat a different type of food
After eating a protein, wait 3 hours to eat a different type of food
Track how easily you digest a specific food, and how not combining different types of foods makes you feel
Buy an “Enema Kit” to rinse your colon with water a few times each year (or pay a clinic to rinse it)

Though almost every single person regularly eats a protein and a starch in the same meal, it’s best not to do that. As the above table explains, it’s best to let time pass before eating a different type of food.

Though some health professionals believe it’s perfectly fine to combine foods, decades ago, I read that it is best not to combine different types of foods, I followed that advice and continue feeling healthier by letting time mass before eating a different type of food.

Before you decide whether to follow that advice or not, ask AI to explain the “eating a starch and a protein in the same meal” situation to you. I spent hours studying all the angles, was going to include a summary here, but decided to keep this section simple.

Let me tell you a little more. Only eat foods that you know will make you feel great, because when you feel great, you think and write great, but when you feel bad, you don't think correctly or even feel like writing. And if you do, you cannot write well.

Instead of eating foods that taste scrumptious but are unhealthy, eat healthy foods, many of which naturally taste delicious. And the fewer foods you eat to which "salt" or "sugar" or (as is common) both things have been added, the more you will start tasting how delicious those foods are.

The fact that certain food manufacturers add chemicals to foods that act like a drug to make unhealthy foods taste far better than other foods, a correlation often exists between how healthy a food is and how incredibly delicious it tastes. Because companies add so many great but artificial and unhealthy flavor enhancers to food to get people to buy them, sometimes, the more incredibly delicious a food tastes, the more unhealthy it is. Don't do anything you might regret having done, and don't eat anything you know you will regret having eaten. Don't expect doctors to cure you. Live healthy and prevent disease.

PROTECT YOURSELF FROM
The poisons lit cigarettes smokers hold in their hand send into the air. Feel compassion for individuals who smoke. They are victims of the tobacco industry.

The fluoride municipalities add to the public water most people drink and cook with, every restaurant cooks with, every bakery bakes bread with, and every pizzeria makes the pizza's dough with.
The excitotoxins (such as MSG) food companies add to foods to make then taste irresistibly delicious to addict you to them.
The aspartame and the caffeine added to sodas.

Health is the state your body enters after you eliminate the toxins in it by urinating and defecating. When a person feels great, they often write as great. When a person feels bad, they don't even think of writing, much less feel like writing.

Overall, Life and Creation are structurally and functionally perfect. Almost every human being who is not physically or mentally challenged usually perceives, feels, thinks, and functions perfectly. From trillionaires to homeless individuals, everyone can see three-dimensionally, hear the slightest sounds, smell and taste perfectly, sense the slightest change in temperature, and so much more.

Though humans are born very close to being 100% perfect, all human beings have flaws, commit errors, and are susceptible to disease, and aging. Nonetheless, the body fights off disease and repairs its injuries admirably.

The biblical phrase "Heaven is within you" is true and it works. It is within you. Heaven, paradise, and perfection are not outside you. They are inside you. "You were born complete, and you are complete". Healthy

individuals do not need most of the things the media advertises to be complete and happy. Material possessions are necessary and wonderful, but happiness does not come only from material possessions.

Though falling in love feels heavenly, remember that because you're already overall structurally and functionally complete and perfect, you do not need to fall in love, buy a new car or a house, or engage in the reproductive act to feel life's peak pleasures and states. *Just being alive is a peak pleasure and a peak state*.

Success and happiness are essentially a mechanic and mathematic process (you need not say "al" after "mechanic", "mathematic", and other similar words). By applying all the techniques and methods in this book, you will feel better, write better, speak better, think better, succeed (your way)

, and live better.

Only as people grow older do they realize how magnificent Life, Creation, and each human being is. Each human being is a marvel of Creation, and the Supreme Intelligence, a.k.a God, can create a human being, a banana, an orange, a peanut, a water bear, the planets, the galaxies, and everything else He invented, designed, tested, and brought to life. And only God can give life.

You can walk, talk, and move in an infinite variety of ways and at many different speeds, and do. You can think, imagine, and visualize things that exist or do not exist, and you can construct them. But anyone can also destroy things. Each individual can do tremendous good or tremendous evil.

All human beings are fundamentally identical. We all descend from the same ancestors. And like the vast

majority of human beings, you are probably also complete, not missing any parts, and *physically, mentally, and structurally, functionally, and practically perfect*. Humanly perfect is an interesting term.

Though any day, at any time, you or anyone could feel sick, feel a physical or mental pain, have an earache, a sore throat, have accidentally cut yourself, fallen, or been in a car crash, broken bones, and be in the hospital—we usually feel perfect because each one of us is perfectly structured, and when not sick, each one of us functions perfectly. To top it all off, amazingly, the body and mind also automatically heal themselves.

Though certain problems and challenges can make anyone feel unhappy, the wise thing to do is to accept them and develop our problem-solving skills and live better, one day at a time.

"Smooth seas never made a skilled sailor".

—Franklin D. Roosevelt

"In life, there's always a solution."

You can enjoy perfect health, live perfectly, and be happy all the time. One of the first steps to living correctly, being healthy and happy is to go to bed early. Benjamin Franklin wrote: "Early to bed, early to rise, makes a man healthy, wealthy, and wise". Today, because he most likely meant everyone, replace "man" with "person". It's mathematic and biologic, the earlier you go to bed, the earlier you will awaken. Therefore, start getting into the habit of going to bed early. That may be the number one key to health, happiness, and success.

Time is invisible, but it's worth money. When you get up early, you "give" yourself more time, thus money and

other resources, and you give yourself the privilege of doing everything you do comfortably, under no pressure, or stress. Each individual controls the time they go to sleep and the time they get up. The bulk of each person's life is in their very own hands.

864. ~~You Can~~ Do Each Thing Perfectly and With Love

The fact that, for all intents and purposes, we are all perfectly structured and able to function perfectly and be in total control of each of our body's appendages and actions lets us do each thing we need to do, and do it in the exact way we choose to do it. So if, consciously and intentionally (or sometimes not fully consciously), each individual always chooses how and how well they will do each thing they do, the smartest option is to do each thing perfectly, calmly, lovingly.

For over ten years, I have kept experiencing that it's possible and best to do each thing perfectly. The benefits are glaringly unmistakable. The better I did something, the more I benefited. That's why it's best to do each thing calmly, lovingly, perfectly, when possible, and slowly, at a natural speed or pace. "You reap what you sow".

By striving to do each thing perfectly, you will most likely be able to, and will be able to do almost everything that ideal way, and will also start getting yourself into the habit of doing each thing perfectly.

If something or someone stops you, starts to or is preventing you or is stopping you from doing something perfectly, do it to the highest possible standard relevant to the task or to the best of your ability.

To not suffer the pains you will feel when you become old, if you don't do the right things and do them correctly now, live correctly today. At the very least, *eat healthy, exercise, read, write, and treat all others the way you want them to treat you*. That's how God designed life. Every living being must eat correctly, interact with others, learn, grow, work, love, and exercise.

Think about the best direction for you to be going in, place yourself in that direction, and start living in it. Otherwise, you'll gain weight, which, as you get older, becomes increasingly difficult to get rid of. If you make the very big mistake of letting yourself become obese, you will make yourself *a prisoner inside your own body*. And your muscles, your brain, and the rest of your body will atrophy far quicker and more than if you stay "in shape", in good shape.

In the 1960s, only 13.4 % of all adults in the U.S. were obese. In 2020, 41.9 % of all the adults in the U.S. were obese, and 9.2 % were severely obese. That's close to 1 in 10 people. Today, five years later, in the U.S. more than 100 million adults are obese. And more than 22 million adults are severely obese. Today, the percentage of obese Americans is 64% and it keeps rising (CDC.gov).

Get this: In Japan, only 4% of the people are obese, versus 64% percent of the people in the US. In India, 40.3% of the people are obese. One core reason people overeat is because they live in "unnatural", artificial ways, and that causes stress, which they compensate for by overeating. If it's not natural, it's artificial. "If it's not right, it's wrong".

To eat correctly, always rest before you eat. And as you are eating, don't watch TV, videos, or read. To correctly digest what you ate, after you eat, rest. To be able to eat, you need to let your body shift into that special state where it is most receptive to food.

973. Get Into the Habit of Foreseeing Consequences

"You reap what you sow". The Golden Rule: "Treat others how you want them to treat you", "Forgive those who know don't know what they do", "You get what you give", "You Often Get What You Expect", "Violence begets violence" ("Put away your sword, Jesus told him. Those who use the sword will die by the sword"), "A word to the wise is sufficient, but fools despise learning and instruction", and all the other wise quotes are "mathematic". The are laws of mechanics, like the laws of physics, unchanging, 100% reliable, and they work every time to help us live correctly and perfectly. There are no mysteries to living correctly. Ignorance is what stops people from living correctly. People started writing about the correct ways to live thousands of years ago, and their findings and suggestions are in thousands of books and on the Web ready to be read. But though the smartest humans have compiled all that marvelous knowledge and wisdom, most people don't know it exists, and many who

see it think they don't need it and ignore it, but in so doing bring about their own pains and unhappiness.

The wise saying, "You reap what you sow", helps me make sense of the painful lives the majority of the people, who, though they live in perhaps the most materially successful and wealthiest society, foolishly and often stubbornly create for themselves. One almost impossible to disentangle phenomenon seems to be that most human beings are unable, unwilling to *foresee the consequences* of their actions, and if they do, they either block them out or are unwilling or unable to do what some of them know is correct and they need to do.

Benjamin Franklin wrote:

CONSEQUENCES
For want of a nail—the horseshoe was lost
For want of a horseshoe—the horse was lost
For want of a horse—the rider was lost
For want of a rider—the battle was lost
For want of a battle—the kingdom was lost
All for want of a horseshoe nail

The core problem and challenge is probably "ignorance". And the core solution is probably education. Ignorance reduction, knowledge acquisition, and

intelligence augmentation are interesting concepts. Keep learning new words.

395. Stop Poisoning Yourself

One of the main reasons many of the people you see on the street in a big city look unhealthy is because almost everyone in our nation is unknowingly allowing the food manufacturers and a few other corporations to poison them, and because they're also poisoning themselves by eating and drinking intoxicating foods. People also poison themselves by smoking and by drinking alcoholic beverages.

Never make the immense mistake of poisoning yourself physically, or mentally. Intentionally, or unknowingly, almost everyone is letting certain corporations that manufacture foods intoxicate them by eating the intoxicating foods and drinks they sell. By drinking toxic liquids like beer and other alcoholic beverages, drinking the public water to which a municipality has added fluoride, and also by drinking sodas, because most sodas are sweetened with "aspartame"—one of the most common excitotoxins. Buying and eating foods cooked in restaurants, including (I wish it were not true) all "bread" and "pizza" is toxic because (as far as I know) every restaurant, bakery, and pizzeria in the United States cooks or bakes the foods they

sell using “public water”. And most city governments add “fluoride” to their public water.

It's also “vital” for you and everyone to also protect themselves from “secondhand cigarette smoke” (SHCS). Each time I go outside, I do that about 99% effectively covering my nose and mouth with a 100% cotton T-shirt folded in half four times to create a handheld 8-layer “air filter” I place over my nose and mouth.

In a YouTube video, board-certified neurologist Russel Blaylock explains that one key reason some segments of society (the ruling elites, the controllers, those who own everything) intoxicate people is to create “two types of people”:

Those who are sufficiently sensitive to know when they have been poisoned, smart enough to identify what foods or drinks or air contaminants are poisoning them, and find ways to not be poisoned.
Those not sufficiently sensitive, in tune with their bodies, or intelligent enough to realize they're being poisoned at every turn. They constantly poison themselves by eating toxic foods and drinking toxic drinks, the fluoride cities add to their public water, and the secondhand cigarette smoke smokers contaminate the air with.

Though *perfect health is automatic* because it is the human body’s normal and default state, most people

usually do not know that certain foods and drinks contain intoxicants, most of which are excitotoxins, and most people eat foods and drinks to which *monosodium glutamate*, *aspartame*, and other chemicals have been added. They have not done the research to know what food additive is good or bad, that they have no clue that those chemicals are harming them, so they do not stop eating toxic foods or drinking toxic drinks, or protect themselves—or protect themselves effectively—from being forced to inhale secondhand cigarette smoke, thereby blocking them-selves from enjoying the perfect health God designed our bodies to let us enjoy.

To make foods taste irresistible, food manufacturers add *excitotoxins*, such as monosodium glutamate (MSG). And to sweeten sodas and chewing gum at the lowest cost, they add "aspartame", which is laboratory-created E. coli bacteria excrement. Almost every soda is sweetened with aspartame. One source reports that 70% of all complaints the FDA receives are about aspartame.

To know which foods, drinks, and other products harm you, invest some time to learn how to differentiate between the different ingredients manufacturers add to foods, sodas, chewing gums, cigarettes, fruits, vegetables, and other products.

99. Each Year in the U.S. Secondhand Cigarette Smoke is Killing 41,000 Americans

Today, throughout the United States, secondhand cigarette smoke is killing 115 people.

The cigarette smoke smokers knowingly or unknowingly force everyone to breathe every day is loaded with deadly poisons that make everyone feel sick, and *sicker* each day. As smart as many are, almost no one has connected the dots and figured out that, along with the fluoride—the number one ingredient in rat poison that municipalities add to the public water—*secondhand cigarette smoke is the main poison that sickens everyone each day*.

It seems that perhaps the majority of smokers are not aware that each time they smoke, they inhale 7,000 chemicals, and that each year in the U.S., those chemicals are killing 480,000 cigarette smokers plus 41,000 nonsmokers. *That is equivalent to 115 nonsmokers being killed by secondhand cigarette smoke each day*.

When doctors perform an autopsy on people and they find that their blood cells contain "cotinine". Cigarette smoke is the only source of "cotinine". That proves that over the years, each victim was exposed to an amount of secondhand cigarette smoke that killed them.

The CDC Center for Disease Control's website informs everyone that in the United States, "*Exposure to secondhand smoke is killing 41,000 people each year* — 7,333 from lung cancer, and 33,951 from heart disease.

https://www.cdc.gov/tobacco/secondhand-smoke/health.html

"Laissez-faire" is the policy of not interfering with others' actions. In economics, it's when a government's policy is not to interfere in the fundamental workings of commerce. To not tell business how to do certain things. It is a basic U.S. Government policy.

Though on its many websites the government posts all the "facts" about the harm chemicals are causing, the government's leaders are not protecting the public from second-hand cigarette smoke nor from the many other harmful to deadly chemicals businesses dump into the air, the fluoride that municipalities add to the public water, and the toxic, thus harmful chemicals food manufacturers add to the food and the drinks people buy.

Though cigarettes contain thousands of deadly and mind-and-body-altering chemicals and their smoke makes everybody sicker each day, (almost) everyone has been fooled into accepting secondhand cigarette smoke as an unchangeable part of lie, and not to complain about it to the government.

110. Inhale Fresh Air and Get Some Direct Sunshine

The more fresh air you let into the room where you are writing or working, and the more stale air you get to leave that room, the better your brain will function, the better you will feel, the better you will think, talk, and write or do other work. Yoga teaches that the air has "prana" and calls it the *life force*. Air gives everyone strength. When we need to lift something or do some other challenging thing, the first thing we intuitively do is inhale some extra air.

Your body and mind need clean, fresh air and sunlight. Exposing your skin to the sun is healthy. When the sun is shining, everyone feels great, but when it's cloudy, no one feels anywhere as good.

Take regular breaks from writing. Go outdoors. Get some fresh air and sunshine. Exercise.

111. Physical Exercise Cures, Revitalizes, and is the Key to Happiness

"Our remedies oft in ourselves do lie, which we ascribe to Heaven." — William Shakespeare

The way a bicycle's pedals are connected to its back wheel, health is connected to writing.

The better condition you keep your body in, the better you feel physically and mentally, the better your brain works, and the better you think, articulate, and write.

Regular physical exercise is a cornerstone of a healthy, happy, and long life. It measurably improves the physiological and psychological systems and condition of any human being who exercises. Regular physical exercise contributes to preventing disease, boosts your overall well-being. *Perfect health is automatic*, but you have to do physical exercise regularly to maintain your God-given perfect health. To do that, join a sports club or gym and go there often.

What truly determines your age is the condition you keep your body in, and that is the result of how much and how often you flex your muscles to move your body.

Regular physical exercise makes you feel more alive, more youthful, more energetic, and vibrant. It improves your physical capabilities, your strength, stamina, flexibility, and balance, and it makes doing your daily tasks easier. It produces true biological anti-aging benefits which make anyone who exercises regularly feel much

younger. Though following list of benefits sounds like a dream and magical, they simply explain the divine way God designed you and your wonderful body to function.

THE BENEFITS OF REGULAR PHYSICAL EXERCISE
Strengthens your heart and improves its efficiency
Strengthens your lungs and improves their efficiency
Improves blood flow and circulation

Lowers blood pressure
Makes your muscles stronger
Increases your endurance
Helps regain and maintain your muscle mass
Makes it easier to perform your daily activities
Helps prevent you from falling
Reduces your risk of contracting cancer or other chronic or death-causing diseases
Helps you lose weight
Makes your bones stronger
Gives you more energy level Increases your stamina
Helps you sleep better
Increases your appetite and makes food taste better
Rejuvenates and noticeably surprisingly quickly improves your physical and mental condition if you felt weak after staying at home and not doing much for a long time
Improves your digestion

Boosts your immune system
Releases "feel-good" chemicals (endorphins and serotonin), which improve your mood and create a sense of well-being
Reduces stress and anxiety
Sharpens attention and memory
Helps prevent age-related cognitive decline
Boosts self-esteem and confidence
Improves your self-image
Improves focus and mental clarity
Helps you learn, think, and write better

33. Do Yoga

Doing Yoga regularly is a fun and fulfilling activity that gives its practitioners a unique blend of physical benefits such as physical strength, balance, and flexibility, plus a healthier state of mind. It involves holding various poses, or “asanas”, which challenge the body’s musculoskeletal system.

Yoga increases mindfulness and being in the moment, which reduce stress and anxiety.

The focus on breathwork, or “pranayama”, is a key component that helps to calm the mind and improve overall mental clarity. The combination of physical

movement and mental focus leads to a sense of inner peace and a wonderfully positive outlook.

112. Never Eat a Food That Made You Sick

What you ate regulates how you feel and how well you can write. You only function at 100% when you're in perfect health.

Eating well is the first step towards physical and mental health. To remember that a food made you sick, write it down and keep your notes organized and easy to access.

An error some people sometimes keep committing, but intelligent individuals are careful not to repeat, is eating or drinking something that made them sick.

"*Don't eat a food that made you sick*", wrote Jethro Kloss in his must-read book, "Back to Eden" (1939). To prevent eating a food that made you sick, in your Error Log, write how that specific food you ate or how a specific liquid you drank made you feel. To help yourself remember never to eat that food or drink that drink again, include some details. We often remember things differently. If you don't write a short description of the special things that happen, you might, for example, easily forget that a specific food or a drink made you sick, or which food or drink made you sick, and put yourself on track to forget what is what and repeat that same error. Accustom yourself to not taking chances, and preventing doing things that will hurt you.

Anytime you feel sick, you can't think, talk, or write correctly. Only eat "foods that you know do not make you

sick", and only to drink liquids you know do not make people sick, such as bottled water and fruit juices. Never drink alcoholic beverages or beer. They intoxicate the drinker. They are produced by people who do not care about other people and want to get rich off of people who are not feeling good, by selling them an intoxicant that will numb their pain.

Milk is for calves, not people.

Not eating foods or drinking liquids that make you sick, eating only fresh foods, eating foods (or combinations of foods) that digest easily, not foods that inhibit digestion, and doing physical exercise are the most proven, empowering, rewarding, easiest, least expensive, and fastest ways to stay in perfect health. Perfect health is the body's natural, thus its default state.

It's also crucial to relax and rest before you eat, while you eat, and after you eat. If you can take a regular siesta after eating, take it. When you rest after eating, your body can use more of your blood to digest what you ate.

Some foods or drinks strengthen and cure you; others sicken and weaken you.

The connection between the food you have just now eaten and how you feel is as direct as the one between a bicycle's pedals and its back wheel.

In his book, "Brain Wash", Austin Perlmutter, MD, explains how what you eat affects how you feel, and how you see and perceive the world.

Many natural nutritionists also advise everyone not to add salt or sugar to their food. Though it takes about a month after you stop adding salt to your food to fully

develop your ability to taste *the unique, delicious taste each food has*, it's best to not add salt or sugar to any food so you can start becoming more sensitive to the subtle, sublime flavors each fresh food holds. Instead of salt, add garlic, ginger, onions, herbs, and other condiments to your food.

The people who do not add salt or sugar to their food start tasting flavors they cannot taste when they regularly ate foods to which salt, sugar, or both things were added.

Food companies continue to incrementally add increasing amounts of sugar and salt to certain foods. After anyone eats those unhealthy foods, natural foods taste bland.

DO NOT EAT MEAT, FISH,

DO NOT DRINK MILK

Never eat an animal or fish. All fish contain mercury because they all eat one another. Don't eat any dairy products. Don't drink milk. Stop and think, milk is only for calves.

Eggs, quinoa, beans, and nuts are excellent sources of protein. No one needs to eat meat to get protein.

Fruit juices are the healthiest and most instantly energizing drinks. Cut a few oranges or tangerines in four and suck their juice. For breakfast, eat one type of fruit, wait one hour, then eat the second type of fruit. For example, oranges, then bananas. Fruits, bananas, and sweet plantains facilitate your digestion. Green, leafy vegetables, such as bok choy or spinach, also aid digestion.

In your *Error Log*, keep a list of "Actions to Never Repeat", such as eating a food that made you sick, and a

list of “Actions to Repeat”, such as standing and sitting erect, thinking positively, dressing your best, exercising regularly, cooking using natural spring water to not drink fluoride, sleeping in a well-ventilated bedroom, and other excellent ways to live.

113. Track How Easily You Digest a Food

What you eat makes you feel good or bad, and how you feel determines how well you think, articulate, and write.

To be healthy and happy, live the truth and a little at a time and, with the greatest caution so as not to offend anyone, when it looks like it will be 100% safe, speak and write the truth.

One of the most reliable ways to figure out or confirm whether eating a specific food, especially a food you have not eaten before, is good or bad for you is to look at your stool the day after you ate that food. Take a photo of it (on your mobile device). Give what you can call the “photograph of your stool”, the "image of your faecal

specimen", a title, write a description of your stool's color and consistency, how easy or difficult it was for you to digest that food and push its waste out from your anus.

Doctors use photos and actual samples to classify stool types, based on the Bristol Stool Chart, ranging from severe constipation to normal to diarrhea. The color, shape, and consistency of your stool can reveal important clues about your digestive health. If you are experiencing digestive issues, keeping a visual log of your bowel movements can help you and your doctor monitor your health.

Science and AI training research initiatives are collecting photos of individuals' stool to train artificial intelligence (AI) models to objectively analyze stool characteristics to help us understand gut health and detect diseases early.

In his "Essays" (1580), French philosopher Michel de Montaigne wrote openly about bodily functions, including eructing, expelling intestine gas, defecating, and copulating.

Michel de Montaigne made himself the subject of his essays, famously writing, "I am the matter of my book." By carefully examining his personal experiences, his body, and its functions, he uncovered crucial universal truths about human nature. He confirmed that all our bodily functions are normal and healthy, not actions we should ignore, pretend everyone does not do them, or feel embarrassed or ashamed of doing them.

He believed it was essential to study, comprehend, accept, and appreciate every aspect of life: the intellectual and the physical, the high and the low, the beautiful and the ugly, the noble and the base, the pleasant and the

unpleasant. He recognized that by pretending we don't burp, fart, shit, and fuck (or to use the more formal terms, eruct, expel intestinal gas, defecate, and copulate) we deny four of the body's most vital and most enjoyable actions. When we use the formal version of those words instead of the words we commonly use with the members of our family and our friends, we use euphemisms, engage in hypocrisy, and play a word game that cripple knowledge sharing and understanding.

Montaigne regularly and boldly questioned society's conventions. In "On Experience" (Book III, Chapter 13), perhaps his most famous essay, he challenged society's rigid moral codes and abstract philosophical systems that were detached from the sometimes or often messy realities of human life. There, abstract means theoretical, conceptual, disconnected from the real-world complexities of human life, or ideas that had no connection to concrete, practical experience.

He was realistic, practical, and honest about certain common vital actions we perform with our bodies, and saw that pretending and denying that we don't do them and not talking about them was counterproductive, folly, and a pretense because that prevented us from fully knowing ourselves and living fully.

Using the more common version of those words and words, such as "burping," "farting," "shitting," and "fucking" allows everyone to enjoy those actions uninhibitedly and more. They also let everyone discuss reality more effectively and productively. Nonetheless, they do shock, and until that changes, it's usually best to not use them in public. Plato wrote that sex is life's greatest pleasure.

Using the “common words” instead will helps us understand ourselves and others better, make communication more effective, and let everyone and society improve in ways that using the formal, medical, and technical versions of those words are preventing.

Montaigne argued that to understand ourselves, we need to accept, acknowledge, embrace, and freely discuss all aspects of our existence: the high, the low, the beautiful, the ugly, the pleasant, and the unpleasant. I have confirmed that using the words that, with the best intentions, we “commonly” use to describe those four basic body functions helps everyone understand one another better.

His now-famous, candid writings on bodily functions and other fascinating matters were a first. They showcased his genius, dedication to self-exploration, confidence, self-efficacy, willingness to honestly share his findings, question society, improve it, and reduce errors.

114. Keep an Error Log

Keeping an Error Log is one of the first steps that will help you minimize and hopefully eliminate *every* error in your life.

Errors occur in almost any field or activity. They sidetrack us and set us back. They can cause people to lose money or other things.

Younger, older, less educated, and poorer individuals commit more errors. The young have much to learn. Older people know more and have accumulated money, but their brains (especially their memory) and bodies slowly deteriorate. Less educated people have learned and know less. Poor people have less money and fewer resources. “Youth is wasted on the young”.

GO TO BED AT	TO GET UP AT
9 PM	5 AM
10 PM	6 AM
11 PM	7 AM

In the morning, your brain and your body are completely rested and fresh, you think clearest, precisely, optimistically, rarely commit an error, do things perfectly,

and also articulate and write ideas better. But later in the day, because you have consumed more energy, you start to feel increasingly tired and think less clearly. However, few people stop to realize that at night everyone has much less energy. Early to bed, early to rise, makes you healthy, wealthy, and wise, is the best advice Benjamin Franklin gave us. It sounds too simple, obvious, too good, and too easy to be true, but his brilliant formula keeps improving the life of everyone who applies it.

Writing errors occur when your brain and body are not operating at a high level. The level you can always live at by doing things correctly. Have you ever read something you wrote a few days ago or longer and wondered: “What was I thinking when I wrote that?”

To remember what caused a specific error so you don’t repeat it, identify ways to prevent it, write a *detailed description* of each error you committed (or saw someone else commit). Some incorrect things certain people regularly do—like eating junk food, not exercising, not reading, and not writing—are excellent examples of actions never to imitate. Email yourself your Error Log entries (before that email’s subject, write EL1 or some other access code).

Unexpected, disturbing sounds are one of the most distracting things. They steal energy, and might be one of the things that *cause individuals to commit the most errors*.

While "human error" is often cited as the cause of an error, it's rarely the sole cause.

More often, errors are the result of a complex interplay between human factors, systemic issues, and

environmental conditions. The following factors cause errors:

CAUSES OF ERRORS
COGNITIVE BIASES — Lead to misperceptions, misjudgments, and faulty reasoning

DISORDER — Creates hazardous conditions
DISTRACTIONS
EMOTIONS — Prevent rational decision-making
FATIGUE — Tired individuals cannot give sufficient attention, have poor judgment, and react too slowly
FEAR OF FAILING — Can prevent a person from doing something they will regret having not done. But never take a dangerous risk.
ILLOGICAL WORKFLOWS
IMBALANCE — Of any kind
INFORMATION — Insufficient or incorrect
INTERRUPTIONS
KNOWLEDGE AND TRAINING — Insufficient or inadequate
POOR LIGHTING
MISUNDERSTANDINGS — Unclear instructions, or not sharing critical information
MULTITASKING — Blocks fully focusing on each task
NOISE — Excessive or distracting

NON-STANDARD —Language, equipment, or processes
OVER-COMPLEXITY
OVERCONFIDENCE
PRESSURE — Excessive pressure leads to stress, rushing, and hastily made incorrect decisions
PROCEDURES — Unclear and confusing
PUNISHING ERRORS —Makes people not report them, not learn from them, and not improve
RUSHING — “Haste makes waste”
SCIENTIFIC METHOD — Not using it
SOFTWARE, EQUIPMENT, AND TOOLS — Inadequate
SYSTEMATIC OR ORGANIZATIONAL DEFICIENCIES
TEMPERATURE — Too hot or too cold
UNREALISTIC OR EXTREME GOALS
WORKLOAD — If excessive

115. Ventilate Your Bedroom Overnight

Sufficient ventilation is crucial to inhale sufficient oxygen when you sleep, and to get any lingering bad odors out of your house. As you breathe in a sealed bedroom overnight, you steadily inhale oxygen and exhale carbon dioxide (CO_2). Though you will not run out of oxygen, the rising CO_2 levels can significantly impact your sleep. High CO_2 concentrations are linked to headaches, grogginess, restlessness, and lower sleep quality. Inhaling fresh, oxygen-rich air helps your body rest and repair efficiently. Your body naturally releases moisture, oils, and organic compounds through sweat and breath during the night. Without adequate ventilation, these compounds become concentrated in the air and settle on your furniture and

clothes. That is why a stuffy room can have a distinct stale smell that can cling to you all day. Fresh air circulates and removes those compounds, keeping your room—and you—smelling fresh. At the very least, open both the bottom window and the top window 1 millimeter each.

116. List the Ten Things You're Thinking About (Right Now)

To live, each person must and does continually think a vast number of new thoughts. At any moment, each individual can only think and be conscious of about four thoughts. To make room for a new thought, as soon as you start thinking it, you stop thinking one of the thoughts you were thinking.

Though every person is conscious of their conscious thoughts, their subconscious brain is always thinking many more sophisticated and complex thoughts. Writing down the ten thoughts you are aware that you are thinking of at a specific moment is a big help. You can do that by saying the ten things you're thinking about into a Speech-to-Text app for it to transcribe each word you say, or you can write or type them.

Though anyone could record every thought they have just thought in a span of, let's say, about five minutes, the exigencies of life make it impractical to keep doing that.

Because reading or listening to an audio recording of your thoughts, or reading your Journal or Thought Log takes the same amount of time it took you to write, audio-record, or video-record them, most people cannot find time to review their Journals or Thought Logs. So what

ends up happening is that most of the thoughts I took the trouble to write or audio record get buried and lost.

Each day, at lightning-fast speeds, each person thinks a staggering number of thoughts. Every human being who is awake is thinking and is aware of some of the thoughts they're thinking consciously. And though no one can always be fully conscious of "every" thought they think or thought, writing the thoughts you are thinking at a certain point in the day is very helpful.

Do that by saying the ten or so things you are thinking about into a Speech-to-Text app, for it to type each word you say.

117. Create Charts, Checklists, Diagrams, Graphs, Lists, Mind Maps, Timelines, and Tables

TYPES OF LISTS
To-Do Lists
Grocery Lists
Actions to Never Do, and Actions to Regularly Do
Shopping Lists
Pre-flight Checklists
Lists of Invitees
Lists of a publication's "contents"
A paper's outline (a list of what you will write about)
Your list of the 100 Words You Use Most
Your list of the Words You Will Not Use
Your list of The Words You Are Starting to Use
Lists of the foods you can prepare your next meal with

Lists save time, are easy to write, read, and use, rarely contain a sentence, never contain a paragraph, and make life easier and more fun. Sometimes, when the number of things you have to do is immense and feels overwhelming, unburden your memory by typing a list on your computer or mobile device, or writing it on paper. Lists a few words on each line.

When you don't write a list of tasks, you risk forgetting one or more of them, remembering some of them out of order, or forgetting their details. As you read and edit your list, you might realize that you forgot to include something or think of including something new.

The items on a list usually list things you need to do, and the order you need to do them in. Don't include much more information. When writing a list, to prevent confusion, make all the items on your list simple, clear, and uniform. Also make all the nouns, adjectives, verbs, adverbs, s, and clauses as structurally similar as you can.

WRITE LISTICLES

A "listicle" is an essay written as a list and has a brief description under each item. Listicles are a popular type of news platform article.

CREATE TIMELINES

Timelines show in chronologic order when a set of events occurred. They help us deduce causes, effects, and possible consequences. They list pivotal events, such as those in history and in the lives of key individuals. They display facts and dates in almost any field, and let us see how events are related and might have affected, or could

affect or bring about other events. To compare timelines, place them one above the other or side by side.

WRITE CHECKLISTS

Perhaps everyone has had to run back home to get something they forgot to take with them. If they had written and used a checklist, they would have remembered to take it with them.

To write one, list each thing you must do, such as each thing you must do before leaving your house each day. To use your checklist, read each item you wrote on it, do it, and put a checkmark before or after each item.

Checklists help anyone remember to do a series of tasks in the correct order. A good checklist prevents forgetting, avoiding, omitting, or neglecting to do every crucial step in the execution of a larger, multi-step task.

Make your checklist easy to read, as short as practicable, and include only the *necessary* actions. To-do lists are the most common type of checklist.

The practice of using a checklist comes from the "Pre-flight Checklist" that airplane pilots use to make certain every key part of the airplane is working before the plane takes off. That helps ensure that the airplane takes off, flies, and lands correctly. Not confirming that every item on a checklist works and writing a checkmark after each item can lead to a big problem or a disaster such as a crash landing.

After a Boeing B-17 Flying Fortress crashed in 1935, as part of their preflight inspection, before taking off, and as a condition to taking off, every pilot was directed to always perform a *Preflight checklist* sitting inside the cockpit.

Because anyone can forget to check any item on a checklist, every checklist must be written or typed and printed. Mental checklists do not work because there is not a way to draw a checkmark before or after an item. Checklists are also used to troubleshoot and diagnose malfunctions.

Doctors use checklists to help them perform every step in a surgery. In "*The Checklist Manifesto: How to Get Things Right*" (2009), Dr. Atul Gawande explains how using a checklist in daily and professional life can ensure consistency, efficiency, and safety.

A checklist should only state a procedure, not describe it or its steps. Make sure that no item on your checklist is overly detailed, unclear, confusing, or ambiguous.

List the items in the most efficient order each action must be done.

DRAW MIND MAPS

A mind map is a linear or nonlinear diagram that shows one central topic linked by colored lines to other words, tasks, concepts, and other items. A mind map can transform a list of raw, seemingly uninteresting information into a well-organized, colorful, attractive, easy-to-understand, memorable diagram.

CREATE TABLES

Tables are a magnificent tool that makes information easier to see, read, and understand by cordoning off, compartmentalizing, and isolating words, sentences, and—if you use them—numbers in each row or column.

In *Microsoft Word's* main menu, go to "Table" and select "Convert Text to Table". Select the table and go to "Table Properties" to specify its total width, line thickness, and other properties. You can also create tables in the *Notes* app.

118. Use Google Tasks and Google Calendar

Google Tasks lets you see the tasks you wrote in it as phrases, to prioritize them and remember to complete them on time. *Google Calendar* is well-designed and also very helpful.

119. Occasionally Work Standing

Everyone is usually more conscious, moves, and does things better when standing. But because it requires more energy, only work standing occasionally, and also occasionally draw, handwrite in cursive letters, or type standing. Let the Sun shine on you and the papers you draw or handwrite on. The Sun's rays will energize you.

It's much healthier to stand erect than to slouch. A person who is slouched is usually less than fully conscious. Whereas standing erect instantly wakes you up fully and improves and enhances your physical and mental state, allowing you to think more clearly and live better.

Right above your hip bones, the bones in your spine function like a hinge. As soon as you flex your *erector spinae* muscles, the two long muscles that go from between your shoulders down to your lower back on each side of your spine, you sit or stand fully erect.

Whenever you do not fully open the part of your lower back that acts like a spinal bone “hinge”, you slouch. To keep your spine erect, flex (tighten, activate) your erector spinae muscles to help you keep your torso up, your chest out, your head up, and be fully alive.

120. List Your Top Ten Values

To clarify which things are more important for you and help you get to know and understand yourself better, list your Top 10 Values—from most important to least important. To choose among some popular values, check out the following website:

https://qualitycharters.org/wp-content/uploads/2016/10/Hiring-For-Fit_Values-List.pdf

121. The Transposed Letters Effect

“I cdn'uolt blveiee taht I cluod aulaclty uesdnatnrd waht I was rdanieg: the phaonmneel pweor of the hmuan mnid. Aoccdrnig to a rseearch taem at Cmabrigde Uinervtisy, it deosn't mttaer in waht oredr the ltteers in a wrod are, the olny iprmoatnt tihng is taht the frist and lsat ltteer be in the rghit pclae. The rset can be a taotl mses and you can sitll raed it wouthit a porbelm. Tihs is bcuseae the huamn mnid deos not raed ervey lteter by istlef, but

the wrod as a wlohe. Scuh a cdonition is cllaed Typoglycemia.

Amzanig huh? Yaeh, and you awlyas thguoht slpeling was ipmorantt."

As long as a word contains all its letters and its first and last letters are not moved (even after such changes), your brain will "instantly figure out" and tell you the correct words. The fact that (as far as I have seen) everyone can read the transposed letters effect paragraph above and instantly figure out the proper meanings—proves the human brain's astounding ability to reorder things correctly, fill in blanks, fix errors, and instantly figure out and allow everyone to understand any statement written in a way that when first seen does not make sense.

IMAGINE, MAKE BELIEVE, EXPERIMENT UPDATE THE SIZE OF THE OTHER ?

122. Imagine, Make Believe, Experiment

"The only way to discover the limits of the possible is to" think about "the impossible." — Arthur C. Clarke

About 80% of all nonfiction writing is creative. Fiction is typically about imagined, common, familiar, possible, or impossible, illogic, distorted, strange, or supernatural things. Experimental fiction is more daring and inventive and can include non-sequential or non-sensic things, and anything. Some fiction includes things that do not add up.

Fiction expands everyone's imagination. Moderate exposure to it helps everyone live better. Writing fictitious stories is a privilege that frees and empowers the writer and the reader's minds by presenting impossible things as if they were possible. Writing about what never was, what is not, or what you think could never be, helps you understand reality—what is.

Because especially in a movie, it takes a while for anyone to differentiate what they see taking place in the movie from reality, for a moment, the brain "believes" that what the person is seeing on a screen and hearing, or reading in a book or comic book, is "real".

Billions of fans idolize and love superheroes, in part because for pennies, they take us on quick, imaginary vacations. And like few things can, for a few minutes they make us feel as powerful as the superhero. Everyone instantly identifies with the main character and soon starts to feel like they are them. That can be therapeutic.

To more easily invent the many things that must happen to bring about the end of a story, some fiction writers write the conclusion of their novels first.

126. Choose Your Goals and Your Direction

Live intentionally, not by default.

A protractor is a semi-circular, clear plastic tool we use to measure and indicate degrees from zero to 360 degrees (one full circle).

Imagine that you're standing at one end of a football field, and a 50-foot-wide protractor of white lines is painted on the floor of one end of that field. Though protractors only show 360 degrees, angles, or directions, infinitely smaller increments exist between the whole-number degrees, but are not shown.

Let's say that you've chosen to go in the direction of 90˚degrees. In one day, you'll arrive at point 90˚one day. In one year, you'll arrive at point 90˚one year. As the days pass, and you continue moving in your chosen direction, the distance from your starting point increases each day.

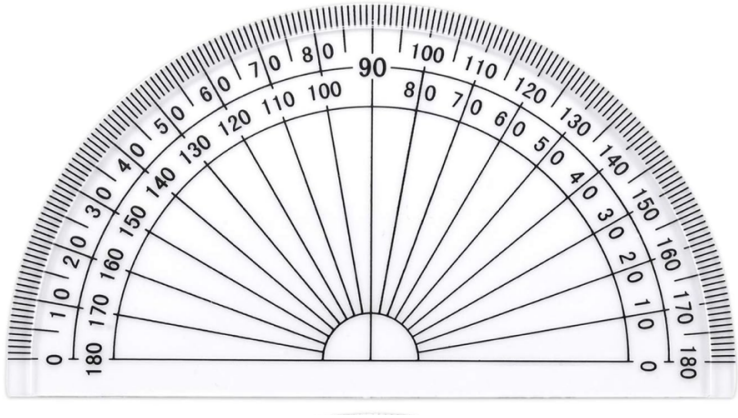
So, imagine you're living and moving in the direction of a specific number of degrees for 30 days. However, if you start a new job, get married, or move to a different neighborhood, city, or nation, you will start to live in a very different direction. In your life's compass, that would constitute travelling on a different degree.

Inertia causes any *object that's moving to continue moving in the direction it's moving*. A person who's going in a specific direction will tend to keep going in that same direction. And most people keep going in the direction they're going in till their last breath.

Let's say that living in the 90˚degree direction includes exercising regularly, researching health and nutrition, and eating and living healthily. And that living in

the 45˚ direction includes not doing physical exercise, not researching health and nutrition, eating junk food, and doing other self-sabotaging things. Living in the direction of 90˚degrees for one year, you'll be in excellent physical and mental health, satisfied, and happy. Living on the 45˚degree path for one year, you will be in terrible shape—physically and mentally. Most likely also very sick, and merely surviving. One year from then, starting to exercise again and getting back to being healthy will be much harder. The lesson is to continue exercising or start exercising today.

At any moment, each person can continue going in the direction they're currently going in, or choose a different direction. However, due to inertia (the natural tendency of objects in motion to stay in motion), people typically continue going in the same general direction they've been going in, usually since they were a child or an adolescent, and they will usually continue going in that direction all their life. When you stop to take a close, hard look at many people around you, you may notice that because most people have not invested enough time to learn and search for facts, probably most people don't know better.



Even when people are on a self-destructive path, they often grow comfortable with it, sometimes foolhardily insisting it's the best course for them.

Older people, especially, are set in their ways and do not like to do anything in a way that's different from the way they've always done it.

Choosing whether to *attend college* or not is crucial. Though college isn't for everyone, it's best to attend college. However, AI is revolutionizing self-learning, so we'll see what happens.

Every human being is an animal of habit. Two other crucial choices are what to eat and how much to eat. No one makes themselves obese overnight. Obese individuals have been overeating every day for years.

As you grasp how crucial your life's path is, take time to reflect and ask yourself: Is this the journey I want to continue, or is it time to chart a new course?

One of the best ways to get help choosing *your direction in life* is to find a good talk therapist and schedule

a first, exploratory, session. The challenge is that some people are too embarrassed to try “talk therapy”, the new and better way to say *psychotherapy*. Or they believe it’s only for people with severe issues and isn’t something they need. "However, those who avoid seeking help risk sliding into difficult situations, can waste years stuck living in ways that are self-sabotaging or self-defeating—often created unknowingly—but without a professional to guide them, not know it.

With the help of a friend or of a talk therapist, identify, describe, and examine the direction you’re currently going in. Then think about who and what you want to accomplish, what you want to become. Then figure out which direction looks like it will get you there easiest and fastest.

To think better as you figure out the best thing to do, the best way to react, or the best direction to go in, write your thoughts so you can read them and think about them as often as you need to.

After you complete a task or a project, reward yourself, eat, or buy something.

It is wise to laugh about the situations and the people you can’t control or change. It’s wise to laugh about the nonsense. Ha–ha–ha! It’s also beneficial to smile more.

55. Dress Well to Succeed

The better you dress, the more you succeed, and the more you succeed, the better you write.

The excellent, eye-opening book “Dress for Success” explains how the unwritten law of dressing for success (dressing in a way that will help you succeed) works every

time. It describes experiments that consistently proved that *people despise dirty, poor, unkempt, sick, or, in other ways, powerless individuals*, such as a man who did not shave, or anyone who did not shower and smells bad, someone who has not combed their hair, and (because most people are always looking for a victim to transfer and vent their anger on) people typically mistreat those types of individuals every chance they get. Other people simply ignore all the individuals who are not well-dressed. And understandably due to life's many pressures and constraints, are always the majority. So people look away, pretend the shabby dressed people don't exist, or treat them as if they weren't there, and often intentionally mistreat them because everyone knows a person who is not well dressed is not powerful. One exception was Socrates, but that was thousands of years ago, before capitalism, mass marketing, and materialism.

The opposite happens on the days a man shaves and dresses well. Everyone is eager and happy to interact with him because they know that well-dressed individuals of either gender are from a higher class. They know they know more, earn more money, and exert more power. They also know they can help them improve, grow, and succeed. Most people can connect the dots and figure out that *a man knows how to dress, knows many other things*.

Few individuals know how to dress well. Most people are in the habit of dressing down. Notwithstanding, they're not able to realize that not dressing well is one of the main things that is preventing them from succeeding.

Time and all the other constraints permitting, as regularly as you can, look your best each day, always shave

before going out, and when appropriate, always wear your newest and best clothes and shoes.

Discussions on platforms like *Reddit* say that many women always look at and quickly initially judge a man based on his “shoes”, and that rundown shoes can be an instant “turn off”. Clothes are even more glaring. Haircuts and combed hair are also important.

Usually Omit

Don’t Say

A

A CERTAIN AMOUNT OF

ABOVE ALL ELSE

ABSOLUTELY

ACCORDING TO MY

(CALCULATIONS;

RESEARCH)

ACTIVE

ACTIVELY

ACTIVITY

ACTUAL

ACTUALLY

AFTER ALL

AFTER ALL IS SAID AND

DONE

AFTER THAT

AGAIN

AH, ER, OH, UM

ALL BY (HERSELF; HIMSELF)

(HE; SHE)

ALL THINGS CONSIDERED

ALL TOLD

ALLOW ME TO POINT OUT

THAT

ALSO

(ALSO) NOTE THAT

ALTOGETHER

AMONG THEM ARE

AND

AND I WILL ALSO (ADD;

NOTE;

SAY) THAT

AND SO

AND STUFF LIKE THAT

AND THAT KIND OF STUFF

ANOTHER (INCREDIBLE;

INTERESTING) THING

IS (THAT)

ANYHOW

ANYTHING IS POSSIBLE

ANYWAY

ARE YOU AWARE OF THE

FACT

THAT

ARE YOU COGNIZANT OF

THE

FACT THAT

ARGUABLY

AROUND

(ARRIVED AT; CAME TO;
REACHED) A POINT
(IN HER LIFE) WHERE
THEY, WE) (CAN BE; IS)
AS A WHOLE
AS BEST THEY COULD
AS (CAN BE) EXPECTED
AS DESTINY WOULD HAVE
IT
AS EVERYBODY FOUND OUT
AS EVERYONE KNOWS
AS EVERYONE EXPECTED
AS EVERYONE KNOWS
AS THINGS HAPPENED
AS THINGS TURNED OUT
AS (IT WAS) EXPECTED
AS FAR AS ANYONE KNOWS
AS FAR AS
AS FAR AS I AM
CONCERNED
AS FAR AS I CAN SEE
AS FAR AS I KNOW
AS FATE WOULD HAVE IT
AS FOR ME
AS I MENTIONED (EARLIER;
BEFORE;
ONE MINUTE AGO)
AS I RECALL (THINGS)
AS I SAID (BEFORE; EARLIER)
AS I SEE IT
AS IF THAT WERE NOT
(BAD; GOOD) ENOUGH
AS IS USUALLY THE CASE
AS (IT; THINGS) HAPPENED
AS (IT WAS TO BE)
EXPECTED
AS MUCH AS POSSIBLE
AS MUCH AS YOU
(POSSIBLY) CAN
AS POSSIBLE
AS PREVIOUSLY
(MENTIONED; STATED)
AS SOME PEOPLE SAY
AS THE CASE MAY BE
AS THE OLD SAYING GOES
AS THEY SAY
AS THINGS STAND
(RIGHT NOW)
AS THINGS TURNED OUT
AS TIME GOES ON
AS TIME PASSES
AS USUAL

AS (WE; YOU) (ALL) KNOW

AS WE HAVE ALL

EXPERIENCED

(AT ONE TIME OR

ANOTHER)

AS WE SPEAK

AS WELL (AS)

AS YOU ARE NOW

BEGINNING

TO SEE

AS YOU ARE NOW SEEING

AS YOU CAN SEE

AS YOU (MAY BE; ARE)

(AWARE; KNOW)

AS YOU MAY BE STARTING

TO SEE

AS YOU MIGHT HAVE

HEARD

ASIDE FROM THAT

AT ALL

AT ANY RATE

AT LAST

AT THE END OF THE DAY

AT THIS POINT (IN TIME)

AT THIS STAGE IN MY LIFE I

REALIZE THAT

AT THIS TIME

BE ADVISED THAT

BE AWARE THAT

BE IT

BE THAT AS IT MAY

BEFORE I TELL YOU WHAT

I'M

GOING TO TELL YOU

BELIEVE IT OR NOT

BELIEVE ME

BESIDES

BEYOND A SHADOW OF

A DOUBT

BOTH (OF THEM)

(_____ AND _____

)

BOTTOM LINE (IS)

BRIEFLY (PUT; STATED)

BUT AGAIN

BUT, HEY!

BUT I RECALL

BUT I REMEMBER

(BUT,) LET ME TELL YOU

BUT WAIT, THERE'S MORE
(TO THIS STORY)

(BUT,) I HAVE TO SAY

(BUT,) LET ME TELL YOU

BY

BY ALL MEANS (NECESSARY;
POSSIBLE)

BY ANY CHANCE

BY DEFINITION

BY DEFINITION,
IT WAS A CASE OF

BY THAT, I AM NOT SAYING
THAT

BY (SAYING) THAT I DO NOT
MEAN TO SAY THAT

BY THE WAY

C

CERTAIN THINGS, SUCH AS

CERTAINLY

CHANCES ARE (THAT)

CLEARLY

COME TO THINK OF IT

COMPARATIVELY

CONCEIVABLY

CONCERNING

CONSEQUENTLY

COTTON PICKIN'

D

DEBATABLY

DEDICATING TIME TO

DEFINITELY

DEGREE OF

DELIBERATELY

DEMONSTRABLY

DESTINED TO BE

DO (I DO now)

DOES (that DOES sound
good)

DO YOU KNOW WHAT I AM
SAYING ?

DO YOU KNOW WHAT I
MEAN ?

DON'T FORGET TO

DON'T TELL ME

DON'T WE

DON'T YOU THINK _____
?

DUE TO (MANY) DIFFERENT
FACTORS

E

EASILY

EFFECTIVELY

EITHER

EITHER ONE OF THEM

EITHER WAY

ENTIRELY

ESSENTIALLY

EVEN

EVEN IF I HAVE TO SAY SO
MYSELF

EVERYONE IN SOCIETY

EVERYONE KNOWS

EVIDENTLY

EXACTLY

EXPERIMENTALLY

F

FATEFUL

FEW KNOW (THAT)

FINALLY

FIRST OFF

FOR ALL I KNOW

FOR ALL INTENTS AND
PURPOSES

FOR (ANY NUMBER OF;
VARIOUS) REASONS

FOR BETTER OR (FOR)
WORSE

FOR HEAVEN'S SAKE

FOR ME (PERSONALLY)

FOR ONE THING

FOR SOME REASON

FOR STARTERS

FOR THAT MATTER

FOR THE RECORD

FOR VARIETY'S SAKE

FOR YOUR INFORMATION

FORTUNATELY;
UNFORTUNATELY

FRANKLY (SPEAKING)

FROM MY POINT OF VIEW

FROM (MY; OUR) STANDPOINT

HAPPENS TO BE

HAVING SAID THAT

HERE IS MY QUESTION (TO YOU)

HERE IS ONE MORE QUESTION FOR YOU

HERE WE GO AGAIN

HERE'S THE THING

HEREBY

HEREWITH

HEY

HIGHLY

HOLD ON (THERE)

HOLD ON TO YOUR HAT (NOW)

HOLD YOUR HORSES

HONEST TO GOODNESS

HONESTLY

HONESTLY SPEAKING

HOPEFULLY

HOW ABOUT THAT

HOW CAN I SAY

HOW DO YOU LIKE THAT

HOW SHALL I SAY

HOW SHALL WE SAY

HYPOTHETICALLY (SPEAKING)

I (AM; FEEL) ONE HUNDRED PERCENT CERTAIN THAT

I ALSO WANT TO TELL YOU THAT

I AM (ABSOLUTELY; TOTALLY) SPEECHLESS

I AM AFRAID (TO (HAVE TO) SAY THAT)

I AM CALLING TO SAY THAT

I AM CERTAIN THAT

I AM CONVINCED THAT

I AM CURIOUS TO KNOW (HOW; WHAT; WHO; WHEN; WHERE; WHY)

I AM GLAD TO SAY (THAT)

I AM (NOW) GOING TO

ASK YOU THIS (NOW)

I AM (NOW) GOING TO END WITH (THE FOLLOWING; THIS)

I AM GOING TO END WITH THIS

I AM GOING TO SAY THAT ONE MORE TIME

I AM GOING TO TELL YOU A VERY INTERESTING STORY

I AM GOING TO TELL YOU (RIGHT HERE) THAT

I AM GOING TO TELL YOU THE (REAL) REASON

I AM HAPPY TO REPORT THAT

I AM HERE TO SAY THAT

I AM (NOT) GOING TO (REPEAT; SAY) THAT (AGAIN)

I AM NOT SAYING THAT

I AM (NOW) STARTING TO SEE THAT

I AM TELLING YOU (THAT)

I ASSURE YOU (THAT)

I (BELIEVE; KNOW; THINK) THAT

I BELIEVE (WITH ALL MY HEART) THAT

I CAN FINALLY SEE THAT

I (CAN) (NOW) SEE THAT

I CAN'T (SAY; TELL YOU) HOW MUCH

I CAN'T TELL YOU HOW _____ I FEEL

I CAN'T TELL YOU HOW MUCH

I CONSIDER IT TO BE

I DARE SAY (THAT)

I FEEL

I FEEL COMPELLED TO SAY THAT

I GOTTA TELL YOU

I HAPPEN TO (AGREE; BELIEVE: THINK)

I HAVE BEEN WANTING TO ASK
YOU
I HAVE GOT TO SAY THAT
I HAVE NEWS FOR YOU
I HAVE OFTEN WONDERED
I HAVE STARTED TO SEE
(HOW; THAT; WHY)
I HAVE (RECENTLY) NOTICED
THAT
I HAVE TO SAY THAT
I HAVE TO TELL YOU THAT
I HONESTLY BELIEVE THAT
I HAVE TO ASK YOU
(THE FOLLOWING
QUESTION; THIS)
I (JUST) GOTTA SAY
I (JUST) HAVE TO TELL YOU
THAT
I JUST NOTICED THAT
I JUST REALIZED THAT
I JUST WANT TO ASK YOU
I JUST WANT(ED) TO MENTION
THAT
I (KIND OF) RECKON(ED)
THAT
I KNOW
I KNOW (FOR SURE) THAT
I KNOW WHAT I KNOW
I MEAN, HEY
I MIGHT AS WELL (ADD
THAT;
TELL YOU THAT)
I MIGHT SAY PARENTHETICALLY
I MUST ADMIT THAT
I MUST SAY THAT
I NEED TO ASK YOU THIS
QUESTION
I NOTICE(D) THAT
I PERSONALLY BELIEVE
I PERSONALLY FEEL
I PERSONALLY (THINK;
THOUGHT) THAT
I POSIT THAT
I REALIZE THAT
I RECALL THAT
I REGRET TO SAY THAT
I REMEMBER THAT
I SAY TO YOU

I SEE THAT
I SUSPECT THAT
I TAKE IT YOU ARE
I TELL YOU
I THINK (THAT)
I THINK I AM GOING TO
END
WITH THIS
I THINK I'LL END (WITH)
THIS
(WITH)
I TRULY BELIEVE
I WANT EVERYONE (IN THE
(ENTIRE) WORLD)
TO KNOW THAT
I WANT TO ASK YOU
I WANT TO BE SURE TO
TELL YOU THAT
I WANT TO CALL YOUR
ATTENTION TO
THE FACT THAT
I WANT TO KNOW
I WANT TO POINT OUT
THAT
I WANT TO REPEAT THAT
I WANT TO TELL YOU THAT
I WANT YOU TO KNOW
THAT
I WAS THINKING (THAT)
I WAS THINKING OF ASKING
YOU (IF; WHETHER;
WHY)
I WAS WONDERING
I WILL ADD THAT
I WILL ADMIT THAT
I WILL ALSO SAY THAT
I WILL REPEAT THAT
I WILL SAY THAT
I WISH I DIDN'T HAVE TO
SAY
THIS, BUT ((I) DO)
I WONDER
I WOULD LIKE TO ASK YOU
I WOULD LIKE TO KNOW
I WOULD LIKE TO POINT
OUT
THAT
I WOULD LIKE TO SAY THAT
I WOULD LIKE TO TAKE THIS
OPPORTUNITY TO
I WOULD SAY
I WOULD SAY THAT

I WOULDN'T SAY THAT

I WOULDN'T SAY THAT,

I WOULD SAY _____

I'D REALLY LIKE TO KNOW

I'LL HAVE YOU KNOW THAT

I'LL SAY THAT MUCH

I'LL SAY THIS MUCH ABOUT

(HER; HIM; IT; THAT)

I'LL SAY THIS

I'LL TELL YOU THAT

I'LL TELL YOU THIS (MUCH)

I'LL TELL YOU WHAT

I'M HERE TO SAY THAT

I'M JUST CURIOUS

I'M TELLING YOU

IF DOABLE

IF ANYTHING

IF I WERE YOU, I WOULD

(JUST)

IF IT IS POSSIBLE

IF NECESSARY

IF NEEDED

IF POSSIBLE

IF THAT IS THE CASE,

(THEN)

IF YOU (CAN) BELIEVE THAT

(THEN YOU WILL BELIEVE

ANYTHING)

IF YOU WANT TO KNOW

THE

TRUTH ABOUT IT

IN (A; ONE) WORD

IN ACTUALITY

IN A NUTSHELL

IN A VERY REAL SENSE

IN A WAY

IN ALL HONESTY

IN ALTITUDE

IN ANY EVENT

IN ANY WAY AT ALL

IN ANY WAY I CAN

IN ANY WAY WHATSOEVER

IN CERTAIN WAYS

IN CONCLUSION

IN CREATION

IN DEEPNESS

IN DEPTH

IN DIFFERENT WAYS

IN DUE TIME

IN ELEVATION

IN HEIGHT

IN LIFE

IN MAGNITUDE
IN MY CASE
IN MY (HUMBLE) OPINION
IN NATURE
IN ONE OR TWO WORDS
IN ONE WAY OR ANOTHER
IN ONE WORD
IN OTHER WORDS
IN PLAIN ENGLISH
IN PRACTICE
IN QUANTITY
IN REALITY
IN SCOPE
IN SHORT
IN SIZE
IN SOME WAYS
IN SUMMARY
IN SYNTHESIS
IN TERMS OF
IN THAT CASE
IN THE FIRST PLACE
IN THE HISTORY OF THE WORLD
IN THE PROCESS OF
IN THE REAL WORLD
IN THE WORLD
IN THIS CASE
IN TIME
IN VOLUME
IN WIDTH
IN YOUR OWN WORDS (CAN YOU) (PLEASE TELL US
INCONTESTABLY
INCONTROVERTIBLY
INCREDIBL(E; Y) BUT TRUE
INCREDIBLY
INDEED
INDISPUTABLY
INDUBITABLY
INITIALLY
INSTEAD
INTENTIONALLY
INTERESTINGLY
INTERESTINGLY ENOUGH
INTRINSICALLY
IRONICALLY
IRREFUTABLY
IRREGARDLESS (OF) ("IR" IS UNNEEDED)
IS A THING THAT
IS WHAT I AM GETTING AT

IT COULD BE SAID THAT
IT ENTAILS
IT FEELS LIKE
IT GOES TO SHOW YOU THAT
IT GOES WITHOUT SAYING THAT
IN INVOLVES
IT IS A FACT THAT
IT IS CLEAR TO SEE THAT
IT IS CONCEIVABLE THAT
IT IS HELPFUL TO (KEEP IN MIND; REMEMBER) THAT
IT IS IMPORTANT TO NOTE THAT
IT IS MY (CONVICTION; BELIEF; VIEW) THAT
IT IS MY DUTY TO SAY THAT
IT IS NO WONDER THAT
IT IS POSSIBLE THAT
IT IS TIME TO
IT IS TRUE THAT
IT IS WIDELY KNOWN THAT
IT JUST DAWNED ON ME THAT
IT JUST HIT ME THAT
IT JUST SO HAPPENS THAT
IT MUST BE UNDERSTOOD THAT
IT OCCURS TO ME THAT
IT REMAINS TO BE SEEN (IF; WHETHER)
IT SEEMS TO ME THAT
IT SHOULD BE NOTED THAT
IT STANDS TO REASON THAT
IT TURNED OUT TO BE A
IT WAS A TIME (BACK) WHEN
IT'S CLEAR (TO SEE) THAT
IT'S JUST A MATTER OF TIME
IT'S JUST THAT
IT'S ONLY A MATTER OF TIME (BEFORE; TILL; UNTIL)
IT'S THAT KIND OF (A) THING

J

JUST

JUST A MOMENT (THERE)

JUST AS IMPORTANTLY

K

KEEP IN MIND THAT

KIND OF

KNOW WHAT I MEAN

KNOW WHAT I'M SAYING

KNOWN

KNOWN TO BE

KNOWN TO MAN

L

LAST, BUT NOT LEAST

LASTLY

LET ME ASK YOU (THIS)

LET ME REPEAT THAT

LET ME SAY THAT

LET ME SAY THAT AGAIN

LET ME TELL YOU A STORY

LET ME TELL YOU (THAT)

LET'S END WITH

LET'S GET DOWN

TO BUSINESS

LET'S GET STARTED

LET'S (JUST) SAY

LET'S START WITH

LET'S STOP BEATING

AROUND THE BUSH

LIKE

[repeatedly when

unneeded]

LIKE ALL THINGS

LIKE ANYTHING ELSE

LIKE (EVERYTHING ELSE;

MOST THINGS) (IN LIFE)

LIKE MOST PEOPLE

LIKE MOST THINGS

LISTEN HERE

LISTEN TO (ME; THAT; THIS

(ONE))

LISTEN TO THE SOUND OF

MY LIPS

LISTEN TO WHAT I AM
GOING
TO TELL YOU
LISTEN TO WHAT I AM
ABOUT TO TELL YOU
LISTEN TO WHAT I AM
SAYING TO YOU
LITERALLY
LO AND BEHOLD
(LOOK AT IT; THINK OF IT)
THIS
WAY
LUCKILY FOR (HER; HIM;
ME; THEM; US; YOU)

M

MAY I ASK (YOU)
(HE; I; SHE; THEY; WE; YOU)
MIGHT AS WELL
MOREOVER
MOST CERTAINLY
MY CONCLUSION IS THAT
MY (GUT) FEELING IS THAT
MY QUESTION TO YOU IS
MY THEORY IS THAT
MY WAY OF LOOKING AT IT
IS

N

NAMELY
NATURALLY
NEEDLESS TO SAY
NEXT
NO DOUBT
NO LESS THAN
NO ONE KNOWS THAT
NO QUESTION ABOUT IT
NO WORDS CAN EXPRESS
HOW I FEEL
NONE OTHER THAN
NONETHELESS
NOT EVERYTHING IS
POSSIBLE
NOT (IN) THE LEAST (BIT)
NOT ONLY (THAT),
BUT ALSO (THIS)
NOT OTHERWISE
NOT THE (CONTRARY

INVERSE; OPPOSITE;
REVERSE)
NOT THE OTHER WAY
AROUND
NOT SOLELY
NOT TO BEAT AROUND THE
BUSH, BUT
NOT TO MENTION
NOT TO SAY
NOTE (WELL) THAT
NOTHING BUT
NOTHING LESS THAN
NOTICE THAT
NOTING OTHER THAN
NOTWITHSTANDING
NOW
NOW AS (ALWAYS;
BEFORE; THEN)
NOW AS (MUCH AS) EVER
(NOW) I SAY TO YOU
NOW THAT WE GOT THAT
OUT
OF THE WAY
NOW THAT YOU MENTION
IT
NOW YOU KNOW
NUFF SAID
OBVIOUS(LY) (BUT WORTH
MENTIONING)
OBVIOUSLY OBVIOUS
OF ANY KIND
OF COURSE
OH BABY (BABY)
OH BOY
OH MAN
OH MAN, I AM TELLING
YOU
OH MY GOD
ON A SEPARATE MATTER
ON PURPOSE
ON THE CONTRARY
ON THE FLIP SIDE
ON THE ONE HAND
_____
(AND ON THE OTHER
HAND)
ON THE OTHER HAND
ON THE WHOLE
ON TOP OF (ALL) THAT
ON TOP OF IT ALL
ONE NEVER KNOWS
ONE THING IS CERTAIN

ONLY

OR NOT

OR SOMETHING (LIKE THAT; SIMILAR (TO THAT)

OUT OF NOWHERE

OUT OF THE BLUE

OUTRIGHT

OVER THE YEARS (I HAVE)

OVERALL

P

PARTICULAR

(PEOPLE; SOME; THEY) SAY THAT

PERHAPS

PERSONALLY (SPEAKING)

PHENOMENON

PLEASE BE ADVISED THAT

PLEASE NOTE (THAT)

POSSIBLY

PRECISELY

PROFESSIONALLY SPEAKING

Q

QUICK QUESTION

QUITE (A BIT)

QUITE POSSIBLY

QUITE FRANKLY

R

RATES UPON REQUEST

REALLY

REGARDLESS OF

REGRETTABLY

REMEMBER

REMEMBER THAT

REMEMBER TO

REST ASSURED (THAT)

RIGHT AWAY

RIGHT HERE (AND) RIGHT NOW

RIGHT THEN AND THERE

(RIGHT) ON-THE-SPOT

S

SADLY

SAID DIFFERENTLY

SAID IN A DIFFERENT WAY

SAY

SERIOUSLY

SHEER

SIMPLY

SIMPLY PUT

(SO THAT WE CAN; TO)

UNDERSTAND ONE

ANOTHER BETTER

(SO) THE STORY GOES

SO-CALLED

SOME KIND OF

SOME THINGS ARE

IMPOSSIBLE

SOME THINGS ARE

POSSIBLE

SOME TYPE OF

SOMEHOW (IN THE

WORLD)

SOMETHING IS TELLING ME

(THAT)

SOMETHING TELLS ME

SOMETIMES I WONDER

(IF; WHEN; WHERE;

WHETHER; WHO; WHY)

SOMEWHAT

SOMEWHERE AROUND

SOMEWHERE CLOSE TO

SOMEWHERE IN THE

NEIGHBORHOOD OF

SOMEWHERE IN THE

VICINITY

OF

SOONER OR LATER

SPEAKING ABOUT

SPEAKING OF

SPONTANEOUSLY

STRANGE TO SAY

STRICTLY SPEAKING

SUBSEQUENTLY

SUFFICE IT TO SAY

SURPRISINGLY OR NOT

T

TAKE IT OR LEAVE IT

TALKING ABOUT

TELL YOU WHAT

THANK YOU AGAIN

THAT

THAT (VERY) INSTANT

THAT BEING SAID

THAT IS (NOT AN; NO)
EXAGGERATION
(IT REALLY HAPPENED)

THAT IS TO SAY

THAT KIND OF (A) THING

THAT MEANS

THAT (VERY) MOMENT

THAT (VERY) INSTANT

THE

THE ANSWER (IS;
MAY BE; MIGHT BE)

THE BETTER PART OF

THE BOTTOM LINE IS THAT

THE CONCEPT OF

THE CONDITION OF

THE EPITOME OF

THE FACT IS

THE FACT (STILL) REMAINS
(THAT)

THE FACT OF THE MATTER
IS

THE FACT THAT

THE _____ FACTOR

THE FIRST THING I WOULD
LIKE TO SAY IS THAT

THE FIRST THING I'M
GOING
TO DO IS

THE FLIP SIDE IS

THE FOLLOWING

THE HELL

THE IMPORTANT THING IS
THAT

THE INS AND OUTS OF

THE NEXT THING (HE DID;
THAT HAPPENED) WAS

THE NEXT THING I WANT
TO
TALK ABOUT IS

THE NOTION OF

THE ONE AND ONLY

THE POINT BEING THAT

THE POINT IS THAT

THE PRACTICE OF

THE PRESENCE OF

THE QUESTION
(ARISES; IS; OF)
THE REALM OF
THE REASON
THE SITUATION IS THAT
THE THING IS
THE TIME HAS COME
(FOR US) TO
THE TRUTH IS (THAT)
THE TRUTH (OF THE
MATTER)
IS (THAT)
THE (VERY) IDEA OF
THE (VERY) NOTION OF
THE WAY I INTERPRET IT IS
THE WAY I LOOK AT IT IS
THE WAY I SEE IT IS
THE WAY I SEE THINGS
THEN
THEN AGAIN
THERE ARE NO WORDS TO
EXPRESS HOW I FEEL
THERE, I SAID IT
THERE IS NO DOUBT THAT
THERE IS ONE THING I HAVE
NOT TOLD YOU
THERE IS SOMETHING I
HAVE
NOT TOLD YOU
THEREFORE
THEY ARE ALL (ALIKE;
THE SAME)
THINGS (LIKE; SUCH AS)
THIS CASE INVOLVES
THOUGH EVERYTHING IS
NOT
INTERRELATED
THOUGH NOT EVERYTHING
IS
INTERRELATED
TO A (GREATER OR LESSER
DEGREE
TO BE BRIEF (ABOUT IT)
TO BE FRANK (ABOUT IT)
TO BE HONEST (ABOUT IT)
TO BE SHORT
TO BE SURE
TO BEGIN (WITH)
TO CLARIFY
TO CONCLUDE
TO CUT TO THE CHASE
TO MAKE A LONG STORY

SHORT(ER)

TO MAKE MATTERS (EVEN) WORSE

TO ME

TO START (WITH)

TO SUM UP

TO SUMMARIZE

TO THE CONTRARY

TO TOP IT (ALL) OFF

TRIAL AND ERROR (SAY "TRIAL AND SUCCESS")

TRULY

TYPE OF

U

ULTIMATELY

UNAMBIGUOUSLY

UNDENIABLY

UNDOUBTEDLY

UNEQUIVOCALLY

UNEXPECTEDLY

UNFORTUNATELY; FORTUNATELY

UNIQUE IN ITS OWN WAY

UNMISTAKABLY

UNPREDICTABLY

UNQUESTIONABLY

UTTER

V

VERY (NOTION OF)

(VERY) FEW PEOPLE KNOW THAT

VIRTUALLY

W

WE CAN SAFELY SAY THAT

WE CAN SEE THAT

WELL, I THINK THAT

WELL (NOW)

WERE YOU AWARE THAT

WHAT COULD BE CALLED (A; AN)

WHAT DO YOU THINK ABOUT

THIS
WHAT HAPPENED NEXT
WILL
AMAZE YOU
WHAT I AM GOING TO TELL
YOU (HERE TODAY)
IS THAT
WHAT I NEED TO (SAY
(TO YOU); TELL YOU) IS
WHAT I (WILL; WOULD)
CALL
WHAT I WANT TO SAY IS
(THAT)
WHAT I WOULD LIKE TO
KNOW IS
WHAT IN CREATION IS THAT
WHAT'S (REALLY) GOING
ON
IS THAT
WHAT IT (ALL) COMES
DOWN
TO IS
WHAT THAT MEANS
WHAT THAT MEANS (IS)
(THAT)
WHAT WE ARE TALKING
ABOUT
IS (NOT) ABOUT
WHAT—FOR LACK OF A
BETTER EXPRESSION—
I WILL CALL (A)
WHAT'S EVEN MORE
(INEXPLAINABLE;
ODD; STRANGE)
WHAT'S IMPORTANT (IS;
IS NOT)
WHAT'S MORE
WHEN ALL IS SAID AND
DONE
WHEN IT COMES (DOWN)
TO
WHEN IT HAPPENS,
WE'LL KNOW
WHEN YOU GET RIGHT
DOWN
TO IT
WHEN YOU STOP AND
THINK
ABOUT IT, YOU WILL SEE
THAT

WHETHER YOU BELIEVE IT
OR
NOT
WHICH (ARE; (JUST)
HAPPENS
TO BE; IS;
WAS; WERE; WILL BE)
WHILE I HAVE YOUR
(UNDIVIDED) ATTENTION
WHILE WE'RE AT IT (WE
(MAY;
MIGHT) AS WELL
WINDS UP
WHO (ARE; IS; WAS; WERE;
WILL BE)
WHY DON'T YOU JUST TELL
US
WHY NOT
WITH THAT IN MIND
WORDS CAN NOT EXPRESS
WORSE
WORST
WOULD YOU BELIEVE

YES INDEED
YOU ARE NOT GOING TO
BELIEVE THIS, BUT
YOU CAN REST ASSURED
KNOWING (THAT)
YOU CAN SAY THAT AGAIN
YOU COULD SAY (THAT)
YOU KNOW
YOU KNOW SOMETHING
YOU KNOW WHAT I MEAN
YOU MAY NOT BELIEVE
WHAT I
AM ABOUT TO
TELL YOU, BUT
YOU MIGHT AS WELL
YOU MIGHT NOT BELIEVE
THIS,
BUT
YOU NEED TO
YOU NEED TO KNOW THAT
YOUR GUESS IS AS GOOD
AS MINE

YOU’RE NOT GOING TO

BELIEVE THIS BUT